DOCUMENT RESUME

ED 123 947 HE 007 258

TITLE Faculty and Staff Handbook. Texas A and M University.
INSTITUTION Texas A and M Univ., College Station.
PUB DATE 75
NOTE 96p.

EDRS PRICE MF-$0.83 HC-$4.67 Plus Postage.
DESCRIPTORS Academic Freedom; Administrative Organization; *Administrative Policy; Ancillary Services; *College Faculty; Fringe Benefits; Governance; *Higher Education; Job Tenure; Leave of Absence; *Personnel Policy; Research; Salaries; *State Universities; Teacher Responsibility
IDENTIFIERS *Faculty Handbooks; Texas A and M University

ABSTRACT

The Texas A and M University faculty and staff handbook is an informational guide to the general organizational structure of the University and is not intended to be a formal statement of rules and regulations. The handbook gives a history of the development of the Unniversity and its supporting organizations. It also details the state systems and the Texas A and M University as a part of the system and individually. It provides information on the university's governance; the faculty and staff; policies for academic freedom, responsibility and tenure; continuing education policies and procedures; employment policies including fringe benefits; and services and facilities available. In addition there is a summary of general regulations and responsibilities for members of the university community. (JMF)

**********
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
**********

ED123947

# Faculty and Staff Handbook

## Texas A&M University

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

HE 007 258

FACULTY AND STAFF HANDBOOK
TEXAS A&M UNIVERSITY


**PURPOSE OF THIS HANDBOOK** . . . . . 1

Texas A&M University Faculty and Staff Handbook . . . . . 1
Policy and Procedures Manual . . . . . 1
Undergraduate and Graduate Catalogs . . . . . 1
University Regulations . . . . . 1
Other Publications

**THIS IS TEXAS A&M UNIVERSITY** . . . . . 2

History and Development . . . . . 2
Accreditation . . . . . 3
Cooperative Programs . . . . . 4
Supporting Organizations . . . . . 4
*Association of Former Students*
*Texas A & M Research Foundation*
*Texas A&M University Development Foundation*
*Aggie Club*

**UNIVERSITY ORGANIZATION** . . . . . 6

The System . . . . . 6
*Board of Regents, The Texas A&M University System*
*President*
*Executive Vice Presidents*
Executive Vice President for Administration
Executive Vice President (Buildings and Grounds)
The University . . . . . 7
*President*
Organizational Chart
*Vice President for Academic Affairs*
Associate Vice President for Academic Affairs
Dean of Faculties
Dean of the Graduate College
Dean of Admissions and Records
Director of Libraries
Director of Continuing Education
Director of International Programs
Director of University Research

Director of Center for Marine Resources
Director of Educational Information Services
Director of Academic Planning and Services
*Vice President for Student Services*
Associate Vice President for Student Services
Assistant Vice President for Student Services
Director of Student Affairs
Director of Student Activities
Director of Health Services and A. P. Beutel Health Center
Director of Personal Counseling
Director of the Memorial Student Center
Students' Legal Adviser
Chief of University Police
Commandant of the Corps of Cadets
*Vice President for Business Affairs*
Assistant Vice President for Business Affairs
Controller
Director of Purchasing
Director of Personnel
Director of Physical Plant
Director of Management Services
Director of Grounds Maintenance
*Deans of the Academic Colleges*
Deans
Associate Deans and Assistant Deans
Department Heads
Directors of Institutes and Centers
*Director of Development*
Director of University Placement Office
*Affirmative Action Officer*
*Director of University News Service*
*Director of Educational Information Services*
*Director of University Press*
*Director of Athletics*

GOVERNANCE OF TEXAS A&M UNIVERSITY . . . . . 17
General Concept . . . . . 17
Advisory Committee Structure . . . . . 18

*Administrative Councils*
President's Administrative Council (PAC)
Vice President's Councils
Other Advisory Councils
*University Committees*
Academic Council Bylaws . . . . . 21

**FACULTY AND STAFF** . . . . . 29
Staff . . . . . 29
*Academic Staff*
*Administrative Staff*
*Classified Staff*
Faculty . . . . . 29
Visiting and Adjunct Appointments . . . . . 29
Graduate Faculty . . . . . 30
*Temporary Member*
*Member*
*Visiting Member*
*General*
Notification of Employment Status . . . . . 31
Notification of Non-Reappointment for Faculty . . . . . 32
Promotions and Salary Recommendations . . . . . 32

**POLICIES FOR ACADEMIC FREEDOM, RESPONSIBILITY, AND TENURE** . . . . . 34
Academic Freedom . . . . . 34
Academic Responsibility . . . . . 34
Tenure Policies . . . . . 35
Definition of Faculty . . . . . 38
Procedure for Dismissal . . . . . 38

**RESEARCH POLICIES AND PROCEDURES** . . . . . 42
General . . . . . 42
Procedure . . . . . 42
Office of University Research . . . . . 43
Texas A & M Research Foundation . . . . . 43
Texas Agricultural Experiment Station . . . . . 44
Organized Research Funds . . . . . 44
Special Research Facilities . . . . . 45

CONTINUING EDUCATION POLICIES AND PROCEDURES . . . 46
General . . . 46
Procedure . . . 46

EMPLOYMENT POLICIES . . . 47
Equal Employment Opportunity . . . 47
Employee Classification and Pay Plan . . . 47
Holding More than One State Office . . . 47
*Appointment with Federal and State Government*
*Election to Local Governmental Bodies*
Requirements of Employment . . . 48
*Initial Appointment: Forms and Procedures*
*Pre-Employment Physical Examination*
Conditions of Employment . . . 49
*Period of Employment*
*Probationary Period*
*Part-time Employment*
*Working Hours*
Outside Employment . . . 50
Benefits of Employment . . . 51
*Salaries and Wages*
*Holidays*
*Vacations (Annual Leave)*
*Leave of Absence (other than Annual Leave)*
With Pay
Without Pay
Emergency Leave of Absence
Sick Leave
For Military Training
For Active Military Service Called by the Governor
For Active Military Service
For Foreign Service
To Attend Conferences and Professional Meetings
For Maternity
*Social Security*
*Required Group Life Insurance*
*Optional Group Insurance Programs*
*Workmen's Compensation Insurance Programs*

*Unemployment Compensation*
*Retirement*
Retirement Policies
Teacher Retirement System of Texas
Optional Retirement Program
Retirement Planning
Refunds of Retirement Deposits
*Tax Deferred Annuity Program*
*Deferred Compensation Program*
*Study Opportunities*
Termination of Employment . . . . . 60
Complaint and Grievance Procedure . . . . . 60
*Faculty*
*Non-Faculty Employees*

**STUDENTS . . . . . 61**
Basic Policy . . . . . 61
University Regulations . . . . . 62
Tutoring . . . . . 62
Student Counseling Services . . . . . 62
*Academic Counseling*
*Personal Counseling Service*
*General Counseling*
Locating Students . . . . . 64

**THE UNIVERSITY LIBRARIES . . . . . 65**
Sterling C. Evans Library . . . . . 65
Use of the Library . . . . . 65
Renewal Policy . . . . . 65
The Collection . . . . . 65
Faculty Studies . . . . . 66
Special Services . . . . . 66
Schedule . . . . . 66
Veterinary Library . . . . . 67
Moody College of Marine Sciences and Maritime Resources Library . . 67
Other Libraries . . . . . 67

**SERVICES AND FACILITIES . . . . . 68**
University News Service . . . . . 68
*Photographic and Visual Aids*

Educational Information Services . . . . . 68
*Educational Television*
*Media Production Center*
Data Processing Center . . . . . 69
Printing Center . . . . . 69
Texas A&M Copy Center . . . . . 69
Purchasing and Stores . . . . . 69
Postal Facilities . . . . . 70
*Faculty and Campus Mail*
*U.S. Mail Facilities*
University Police Department . . . . . 70
A. P. Beutel Health Center . . . . . 70
Personnel Department . . . . . 71
Housing Office . . . . . 71
Student "Y" Association . . . . . 71
Department of Physical Plant . . . . . 71
Food Facilities . . . . . 71
University Center . . . . . 72
*Memorial Student Center*
*J. Earl Rudder Center Tower*
*Rudder Theater Complex*
*University Bookstore*
Recreational Opportunities . . . . . 73
Laundry Service . . . . . 74
Shuttle Bus . . . . . 74

**GENERAL REGULATIONS . . . . . 75**

General Statement . . . . . 75
Financial Policies . . . . . 75
Official Communications . . . . . 76
Standards of Conduct . . . . . 76
Legislative Influence, Political Aid and Use of State-owned Automobiles . . . . . 77
Use of University-owned Property and Equipment . . . . . 77
Travel . . . . . 77
Expert Witness . . . . . 78
Jury Service . . . . . 78

GENERAL RESPONSIBILITIES . . . . . 79
Reporting of Disasters . . . . . 79
Safety Measures and Sanitary Measures . . . . . 79
*Diving Safety*
*Driving Safety*
*Radiological Safety*
*Sanitary Conditions*
Safeguarding Classified Information . . . . . 80

# PURPOSE OF THIS HANDBOOK

**The Texas A&M University Faculty and Staff Handbook** is an informational guide to the general organizational structure of the University and to its resources, services and policies. It is intended to give general answers to most of the questions that may arise in the daily course of activities of the University and to indicate a source of a more detailed answer if one is needed. It is not intended to be a formal statement of University rules and regulations which are to be found in one of the following references.

**The Policy and Procedures Manual (PPM)** is prepared by the Office of the Vice President for Business Affairs and is available in all departmental and administrative offices. It is presented in loose-leaf form so that supplementary materials and changes can be made easily.

**Undergraduate and Graduate Catalogs** are issued through the Office of the Dean of Admissions and Records. These catalogs present information on degree requirements, courses and curricula, admissions, grading and general academic regulations. Special bulletins for summer sessions are published to supplement the catalogs.

**University Regulations** are issued through the Office of the Vice President for Student Services. This document presents academic and student life regulations as approved by the Academic Council. Although these regulations are designed primarily for student use, they also deal with the relationship between students and faculty, and with faculty responsibilities in the classroom. This publication is updated annually.

**Other publications.** *The University Directory* is published annually and provides names, addresses and telephone numbers of faculty and staff members and of all regularly enrolled students. Major organizational units and offices of the University also are given in the directory. Copies of the directory are available in all departmental offices or copies may be purchased in the University Bookstore.

Individual policies and procedures may be established and published by individual campus administrative offices for particular areas of responsibility. For example, policies and procedures having to do with research may be issued through the Office of University Research. Questions on these individual policies and procedures should be directed to the administrative office involved.

From time to time brochures and informational materials describing academic programs of the University may be issued by units of the University. Inquiries about such publications should be directed to the Director of Educational Information Services.

# THIS IS TEXAS A&M UNIVERSITY

## HISTORY AND DEVELOPMENT

Texas A&M University is the state's oldest public institution of higher education. Texas A&M owes its origin to the Morrill Act approved by the Congress on July 2, 1862. This act provided for donation of public land to the states. The land was to be sold at auction, and the proceeds set aside in a perpetual fund. The act directed that interest from this fund "... be used to support a technological college whose objective must be, without excluding other scientific and classical studies and including military tactics, to teach branches of learning pertaining to agriculture and mechanical arts in order to promote the liberal and practical education of the industrial classes in the various pursuits and professions of life...."

By resolution of the Legislature of the state of Texas in November 1866, Texas agreed to provide for a college under the terms of the Morrill Act, but no such institution was organized until the establishment of the Agricultural and Mechanical College of Texas on April 17, 1871. The same act appropriated $75,000 for the erection of buildings and bound the state to defray all expenses of the college exceeding the annual interest from the endowment. Proceeds from the sale of the 18,000 acres of land scrip received under the Land Grant College Act were invested in $174,000 of gold frontier defense bonds of Texas, forming a perpetual endowment for the institution. A commission created to locate the institution accepted the offer of 2,416 acres of land from the citizens of Brazos County in 1871, and instruction began in 1876.

In keeping with the diversified and expanded character of the institution, the 58th Legislature of Texas, on August 23, 1963, changed the name of the Agricultural and Mechanical College of Texas to Texas A&M University.

Today, Texas A&M has established itself as a leader in many of the newer technological areas, such as the space, nuclear, computer, oceanographic and marine resources fields. It also has placed added emphasis in such areas as the liberal arts and business administration and enhanced its prominent role in other traditional fields.

Programs are offered in both undergraduate and graduate studies through Texas A&M's 11 academic colleges: Agriculture, Architecture & Environmental Design, Business Administration, Education, Engineering, Geosciences, Liberal Arts, Marine Sciences & Maritime Resources, Medicine, Science, and Veterinary Medicine.

Texas A&M's 5,142-acre campus provides ample room for expansion as the University stretches to provide an adequate physical environment for the increased student-faculty population. In recent years, several major facilities have opened. Three buildings — the 12-story conference tower, the auditorium complex, and the new Memorial Student Center addition — combine to form the University Center. Also opened were Zachry Engineering Center, the

15-story Oceanography-Meteorology Building, an 8-story classroom and office building serving 3 colleges, 5 new dormitories, the $1.7 million student health center, and a major addition to G. Rollie White Coliseum.

As the University expands to meet the needs of modern society, greater emphasis is given to research. The result of this step is reflected in the dollar value of research activities, which rose to a record $37,208,811 for fiscal year 1973-1974, up over $4.5 million from the previous year. According to the National Science Foundation, in 1973-1974 Texas A&M ranked 18th among all American universities and colleges in total funded research. The Coordinating Board, Texas College and University System, in its most recent report, showed Texas A&M to be the state's leading university research center, with its projects representing 44 percent of all research funds reported by the state's senior colleges and universities.

On September 17, 1971, the designation Sea Grant College was assigned to Texas A&M University in recognition of its achievements in oceanographic and marine resources development. Texas A&M was one of the nation's first four institutions to receive this distinction. Patterned after the century-old land grant idea, Sea Grant Colleges are federal-state partnerships for furthering marine work through practical research, education, and advisory services.

Texas A&M University's 14.6 percent increase in enrollment during 1973-1974 was the largest in the nation among state-supported universities. Enrollment jumped again in fall 1974 to 21,463 students, an increase of 15.9 percent over the same period in 1973.

The fall 1974 figures included 5,437 women, a 36 percent increase over the same period in 1973, and 4,174 graduate students, for a 10.9 percent increase. The University's ratio of graduate to undergraduate students is the highest of any public university in Texas.

Applications from new students continue to increase and enrollment of approximately 24,000 is projected for fall 1975.

## ACCREDITATION

Texas A&M University is accredited by the Southern Association of Colleges and Schools, and is a member of the Association of Texas Colleges and Universities. The curricula in architecture are accredited by the National Architectural Accrediting Board, the curriculum in Urban Planning is accredited by the American Institute of Planners and the curriculum in Landscape Architecture is accredited by the American Society of Landscape Architects. The veterinary medicine degree program is accredited by the American Veterinary Medical Association Council of Education. All of the undergraduate engineering curricula, including agricultural engineering, are accredited by the Engineer's Council for Professional Development. Both the bachelor's and the master's curricula in the College of Business Administration are accredited by the American Assembly of Collegiate Schools of Business. Other accrediting agencies which have approved programs offered at the University are the American

Chemical Society and the American Council on Education for Journalism. Programs in teacher education and degrees conferred by Texas A&M University are approved by the Texas Education Agency for certification and salary payment purposes. All programs in teacher education at the bachelor's, master's, and doctoral levels are fully accredited by the National Council for Accreditation of Teacher Education.

## COOPERATIVE PROGRAMS

Texas A&M University operates as part of The Texas A&M University System. In addition to the educational program, many other programs have been developed by authority of the state of Texas and operate on the Texas A&M campus. These include the Texas Engineering Experiment Station, the Texas Engineering Extension Service, the Texas Agricultural Experiment Station, the Texas Agricultural Extension Service, the Texas Real Estate Research Center, the Sea Grant College Program, the Texas Forest Service and the Texas Transportation Institute.

An extensive network of educational and research centers links Texas A&M with all regions of the state. Texas A&M operates centers in 15 locations throughout the state, including a branch campus in Galveston.

## SUPPORTING ORGANIZATIONS

Several organizations are affiliated with the University in a supportive manner. Notable among these are the Association of Former Students, the Texas A & M Research Foundation, the Texas A&M Development Foundation, and the Aggie Club.

### Association of Former Students

The Association of Former Students is a non-profit organization chartered by the state of Texas. All who have ever attended the University as regularly enrolled students in degree programs are members of this organization. The thousands of Association members represent all age groups, diverse religious and political beliefs, and varied economic pursuits and levels. Many former students are leaders in their communities and all share a common devotion to the University.

Since its organization, the Association has shared in the development of the University, and over the years has made many important contributions to University programs, including the Opportunity Award Scholarship program. In recent years, the Association has sponsored annual Faculty Achievement Awards, made generous contributions in support of faculty research, graduate fellowships, and undergraduate scholarships, aided the general development of academic excellence, and provided funds for faculty and staff salary supplementation.

The Former Student Association also has contributed to the construction of several major additions to the University campus, including the Memorial Student Center, the All-Faiths Chapel, the Texas A&M University Golf Course, an Olympic-type outdoor swimming pool, and the Information Center.

The University takes great pride in the loyalty and support of its alumni, as exemplified by the continuing developmental activities of the Association of Former Students.

**Texas A & M Research Foundation**

The Texas A & M Research Foundation is a non-profit corporation created to assist faculty and staff in obtaining research sponsorship. Its role is one of service to those interested in research. The Research Foundation does not operate research facilities, but utilizes facilities provided by the University under separate agreements for each project. It works closely with the Office of University Research, a University unit which has the responsibility of coordinating all University research activities.

**Texas A&M University Development Foundation**

The Texas A&M University Development Foundation was chartered and approved by the Internal Revenue Service as a public educational foundation in 1953. The sole purpose for the foundation is to benefit Texas A&M. Gifts of cash, marketable securities, personal property, real estate, life insurance, remainder interests, and bequests through wills are received by the foundation. The Development Foundation operates out of the Development Office. Additional information about the foundation may be obtained by contacting the Development Office.

**Aggie Club**

The Aggie Club, chartered in 1950, is a non-profit tax-exempt organization with the goal of providing a scholarship for every student-athlete at Texas A&M University.

With the ever-rising cost of operating a first-rate intercollegiate athletic program, scholarship funds provided by an institution's faculty, students, alumni and friends are becoming increasingly important.

Membership in The Aggie Club is open to anyone interested in helping provide for the education of the student athletes who participate in intercollegiate sports in which Texas A&M fields a team.

# UNIVERSITY ORGANIZATION

## THE SYSTEM

To facilitate efficient administration of the academic institutions, state agencies, services, and regulatory activities placed under the supervision of the Texas A&M University Board of Regents by the Texas Legislature, The Texas A&M University System was created in 1948.

Today the System consists of:

*System offices and activities*
*Texas A&M University*
*Texas Agricultural Experiment Station*
*Texas Agricultural Extension Service*
*Texas Engineering Experiment Station (including Texas Transportation Institute)*
*Texas Engineering Extension Service*
*Moody College of Marine Sciences and Maritime Resources*
*Tarleton State University*
*Prairie View A&M University*
*Predatory Animal Control Service*
*Texas Forest Service*
*Texas Veterinary Medical Diagnostic Laboratory*
*Other agencies and services as may be authorized*

### Board of Regents, The Texas A&M University System

The nine members of the Board of Regents of The Texas A&M University System are appointed for six-year terms by the governor and confirmed by the Texas Legislature. Three new appointments or reappointments are made every two years.

### President

The President of The Texas A&M University System is the chief executive officer of the System and of Texas A&M University. He is charged by the Board of Regents with the administration of the components of the System through the executive officer in charge of each part.

### Executive Vice Presidents

***The Executive Vice President for Administration.*** The Executive Vice President for Administration is responsible to the President for The Texas A&M University System's investments, trusts, audits, fiscal and accounting procedures, budgets, legal services, lands, System personnel matters, and administrative coordination. Reporting to the Executive Vice President for Administration are the Comptroller, the Attorney, the System Security Officer, and the Assistant Vice President for Budgets.

***The Executive Vice President (Buildings and Grounds).*** The Executive Vice President (Buildings and Grounds) is responsible to the President for The Texas A&M University System's physical plant planning and construction. Reporting to the Executive Vice President (Buildings and Grounds) is the Director of Facilities Planning and Construction. The Executive Vice President (Buildings and Grounds) is also the coordinator for Welch Foundation grants to the University.

## THE UNIVERSITY

### President

The President of Texas A&M University is the chief executive officer of the University as well as of The Texas A&M University System. He is appointed by the Board of Regents.

The Vice President for Academic Affairs, the Vice President for Business Affairs, the Vice President for Student Services, the Director of Development, the Director of Athletics, the Director of Texas A&M University Press, the Affirmative Action Officer, the Director of University News Service, the Director of Educational Information Services, and the Provost of the Moody College of Marine Sciences and Maritime Resources report directly to the President. All other administrative officers of the University report to the vice presidents or deans of the various colleges under which the individual activities have been placed.

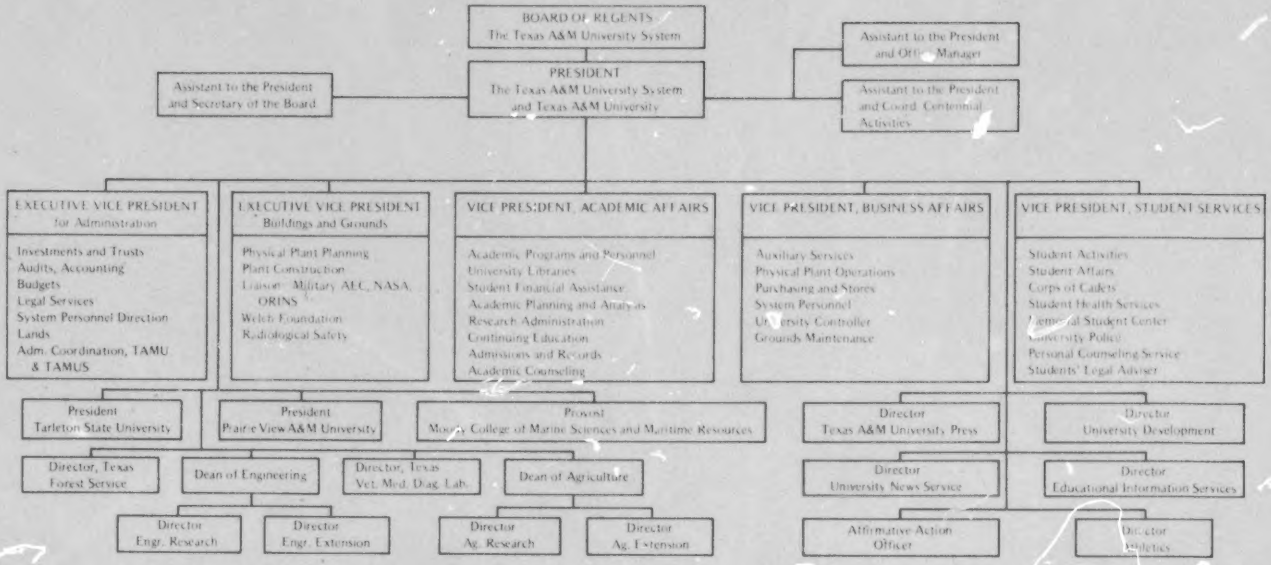
***Organizational Chart.*** Figure 1, the organizational chart of Texas A&M University represents the organizational arrangement of the University.

### Vice President for Academic Affairs

The Vice President for Academic Affairs is responsible directly to the President for all academic matters. Recommendations of the deans concerning undergraduate and graduate academic matters proceed to the President through this vice president charged by the President with supervision of the Office of the Dean of Admissions and Records, the Library, the undergraduate and graduate colleges, university research, continuing education, faculty affairs, and space assignments and utilization. The vice president approves or recommends action to the President pertaining to employment, promotion, and termination of all academic and research personnel. The Vice President for Academic Affairs also compiles reports as directed by the President and is responsible for the preparation of academic publications.

The Associate Vice President for Academic Affairs, Academic Deans, Dean of the Graduate College, Dean of Admissions and Records, Dean of Faculties, Director of Libraries, Director of Continuing Education, Director of International Programs, Director of University Research, Director of Educational Information Services, and Director of Academic Planning and Services are among the individuals who report directly to the Vice President for Academic Affairs.

# THE TEXAS A&M UNIVERSITY SYSTEM AND TEXAS A&M UNIVERSITY



***Associate Vice President for Academic Affairs.*** The Associate Vice President for Academic Affairs is responsible for the academic development and coordination of the varied activities within the academic affairs division. The associate vice president works closely with the vice president in recommending policies and regulations relating to academic affairs and serves as Secretary of the Academic Program Committee.

***Dean of Faculties.*** The Dean of Faculties is responsible for general supervision of faculty recruiting and hiring policies, tenure considerations, promotions, and related matters of faculty concern. The dean assists other deans with undergraduate degree programs and classroom operations, and serves as Secretary of the Faculty Affairs Council.

***Dean of the Graduate College.*** The Dean of the Graduate College has jurisdiction over all graduate and post-doctoral instruction offered by the University and formulates and recommends statements of policy and regulations to promote the development of graduate and post-doctoral programs. The dean serves as ex-officio chairman of the Graduate Council.

The Graduate Dean's responsibilities include the admission of students to the Graduate College, the awarding of fellowships and assistantships, the approval of degree programs and thesis and dissertation proposals, the review of graduate courses and curricula, and the approval of procedures for qualifying candidates for advanced degrees, qualifications for membership on the Graduate Faculty, and general graduate requirements.

***Dean of Admissions and Records.*** The Dean of Admissions and Records is responsible for administering the policies and procedures for admission to the University and for maintaining all student academic records. The dean reviews all applications for admission to the University in accordance with the admission requirements adopted by the Academic Council. Reporting to the dean are the Registrar, the Director of Admissions, the Director of Student Financial Aid, and the Director of the Academic Counseling Center.

*Registrar.* The Registrar is custodian of all official student academic records, all student registrations, and assignment of schedules, classroom and laboratory space.

*Director of Admissions.* The Director of Admissions passes on all applications for admission to the University in accordance with the admission requirements adopted by the Academic Council.

*Director of Student Financial Aid.* The Director of Student Financial Aid administers all student loans, scholarships, student employment, and other programs of financial aid.

*Director of the Academic Counseling Center.* The Director of the Academic Counseling Center administers and supervises specialized professional counseling and testing programs, including the College Entrance Examination Board tests and the Graduate Record Examinations.

***Director of Libraries.*** The Director of Libraries is responsible for the administration and supervision of the main library and all branch libraries. The director formulates and recommends to the vice president policies and regulations to promote the effective operation of the libraries and is supported by the Library Council.

***Director of Continuing Education.*** The Director of Continuing Education is responsible for the coordination and development of all continuing education activities and serves as chairman of the Continuing Education Council comprised of a representative from all parts of the University involved in continuing education.

***Director of International Programs.*** The Director of International Programs coordinates the various international programs for all colleges of the University and agencies of The Texas A&M University System. This includes orientation and language training for faculty serving Texas A&M abroad. The director further administers and/or supervises international programs as directed by the Vice President for Academic Affairs.

***Director of University Research.*** The Director of University Research has the responsibility for defining, developing, coordinating, and stimulating the various research activities of the University as well as for administering the organized research funds. The director has a responsibility for coordinating University research with programs of other parts of the System and with the Texas A & M Research Foundation. The director is chairman of the Research Council and coordinator of research grants. The Director of University Research also formulates and recommends policies and programs which will assure the development and maintenance of excellence in research activities. The preparation of an annual research inventory of the University and other research reports and publications are the responsibility of this office.

***Director of Center for Marine Resources.*** The Director of the Center for Marine Resources is responsible for the administration of Texas A&M University's Sea Grant Program. The director also coordinates local, state and federal agencies, in cooperation with Texas A&M, in developing programs in marine-related applied research, education and advisory services.

***Director of Educational Information Services.*** The Director of Educational Information Services is responsible for the coordination of informational activities related to the University's academic programs. This director also supervises educational television and radio activities, assists in the preparation of educational publications, coordinates public events and supervises the Educational Media Production Center.

***Director of Academic Planning and Services.*** The Director of Academic Planning and Services is responsible for the development of a continuing planning schedule and planning details for the academic program and its resources. This office is involved with determining space requirements and supervises space allocations for the academic program.

**Vice President for Student Services**

The Vice President for Student Services is responsible to the President for the initiation, implementation, supervision, and coordination of all parts of the student personnel program at Texas A&M University. All policies and regulations relating to student life and student extracurricular activities are either approved by the vice president or forwarded by the vice president to the President for approval.

Reporting directly to the Vice President for Student Services are the Associate Vice President for Student Services; Assistant Vice President for Student Services; Directors of Student Affairs, Student Activities, Student Health Center, Personal Counseling Service, Memorial Student Center; the Students' Legal Adviser, and the Chief of the University Police.

***Associate Vice President for Student Services.*** The Associate Vice President has broad-based responsibilities across the entire division of student services and works closely with the vice president in recommending policies and developing innovations and new programs relating to student services. Primary responsibilities lie in the areas of personnel, budgets, reports and space allocations within the division.

***Assistant Vice President for Student Services.*** The assistant vice president reports directly to the vice president and has primary responsibility for military-related activities within the division. The Commandant of Cadets, Veterans' Adviser, and the Director of the Texas A&M Bands report directly to the vice president. Special projects associated with student services also are coordinated in this office.

***Director of Student Affairs.*** The Director of Student Affairs is responsible for student development, discipline, and on-campus housing for single students. Additional services such as off-campus housing information and student programs relating to off-campus living also are available.

***Director of Student Activities.*** The Director of Student Activities is responsible for certain areas of programming, activities, and student organizations. Specific administrative segments are Director of Singing Cadets, Coordinator of Student Y Association, Student Organization Councils, Adviser for International Students, and Student Government.

***Director of Health Services and A. P. Beutel Health Center.*** The Director of Health Services and the A. P. Beutel Health Center is responsible for all student health programs. Although no service is provided for faculty or staff, the Health Center does conduct physicals for workmen's compensation insurance for all employees as directed by the Employee Benefits Office of The Texas A&M University System's Personnel Department. Treatment is provided also for "on-the-job" injuries of employees. Four full-time physicians are available daily and a staff of specialists serves on a visiting and on-call basis. The Health Center is primarily an out-patient facility for Texas A&M students, but does have a capacity of 44 beds for in-patients when hospitalization for short periods is required.

***Director of the Personal Counseling Service.*** The Director of the Personal Counseling Service supervises a professional staff of trained and experienced counseling psychologists who assist students with concerns that effect their progress at the University or their personal effectiveness. Types of assistance provided include personal-social-emotional counseling, marriage and family counseling, counseling on human sexuality, career counseling, group counseling, a career and educational information library, test interpretations, and referral to other specialized services.

***Director of the Memorial Student Center.*** The Director of the Memorial Student Center (MSC) is responsible for the activities of the MSC Council and Directorate, a body which plans, organizes, and presents extra-curricular activities for the campus community. The MSC director also is responsible for the operation of the Browsing Library, the Arts and Crafts Center, the Student Finance Center, the MSC Box Office, the Student Programs Office, and Graphic Arts and Advertising.

***Students' Legal Adviser.*** Students' Legal Adviser is involved in the counseling of students and recognized student organizations in matters of contracts, suits, complaints, negotiations and all other areas of legal concern; establishing a legal referral system in conjunction with the Brazos County Bar Association; and making students aware of their legal rights and responsibilities.

***Chief of University Police.*** The Chief of the University Police is responsible for security, special investigations, traffic control, and vehicle and bicycle registration. The office also serves as the official lost and found department for the campus. The chief is assisted by an assistant chief for administration and a lieutenant for operations.

***Commandant of the Corps of Cadets.*** The commandant is responsible for operations of the Corps of Cadets and is assisted by the professor of naval science/deputy commandant and professor of aerospace studies/deputy commandant. The commandant also serves as the professor of military science.

**Vice President for Business Affairs**

The Vice President for Business Affairs is responsible to the President for establishing and maintaining financial policies and programs for the economical, efficient, and effective financial management of the University. All recommendations of the deans and directors concerning business and fiscal matters proceed to the President through this vice president. The Vice President for Business Affairs provides services for a large part of The Texas A&M University System. The responsibility for developing fiscal policies and regulations, preparing and reviewing budgets, directing the University's investment programs, establishing and maintaining audit programs, supervising the maintenance of existing facilities, participating in the planning of new facilities, and supervising the management of fiscal activities comes under this office. Offices of the University Controller, Director of Purchasing, Director of Personnel, Director

of Physical Plant, Director of Management Services, and Director of Grounds Maintenance report to this vice president.

***Assistant Vice President for Business Affairs.*** The Assistant Vice President for Business Affairs is responsible for the planning, development and coordination of the varied activities within the business affairs area. The assistant vice president works closely with the vice president in the direction and supervision of the business elements of the University and assists in recommending policies and regulations regulating business affairs.

***Controller.*** The Controller of the University has responsibility for the accounts of the University and for the receipt and disbursement by the University of all funds. The controller is responsible for establishing and maintaining an adequate audit system to insure proper accounting for all funds and compliance with all laws and regulations pertaining to the University. Supervision of the Payroll Office and other duties and functions as directed by the Vice President for Business Affairs are charged to the controller.

***Director of Purchasing.*** The Director of Purchasing is responsible for the procurement of goods and services required by the University. All purchasing, including the purchases made from gift and grant funds, is the responsibility of the Director of Purchasing unless otherwise authorized in writing by the Vice President for Business Affairs. The director reviews and processes requisitions and purchase orders, obtains and reviews quotations, places purchase orders, maintains and distributes stores as required, maintains up-to-date and accurate purchasing and inventory records and establishes appropriate accountability for all University surplus properties.

***Director of Personnel.*** The Director of Personnel has specific responsibility for the handling of certain functions relating to academic personnel and all non-academic personnel of the University and The Texas A&M University System. The director reports directly to the Vice President for Business Affairs. Duties include the maintenance of all personnel records, the forecasting and evaluation of personnel needs, the formulation of personnel policies, the development of non-academic personnel training programs, the supervision of wage and salary administration for classified and other non-academic personnel, the development of safety procedures and employee benefit programs for the University, and the handling of University insurance, workmen's compensation, and retirement programs. The director also analyzes employee complaints, administers the unemployment compensation program, supervises the operation of a centralized employment office for non-academic personnel, and is charged with other duties and functions as directed by the Vice President for Business Affairs.

***Director of Physical Plant.*** The Director of Physical Plant is responsible for the overall operation, improvement, and maintenance of the physical facilities of the University. Duties include utilities production and distribution, building maintenance and minor modification, custodial services, sanitation, fire prevention and protection, transportation services, CENTREX telephone operations,

and maintenance, operation, and security of the Research Annex. The director participates in the planning of new facilities and is charged with other duties and functions as directed by the Vice President for Business Affairs.

***Director of Management Services.*** The Director of Management Services is responsible for the supervision of all auxiliary services and functions of the University including the University Center, Texas A&M Bookstore, Easterwood Airport, University Laundry, University Golf Course, dining halls, student apartments, food service, Printing Center, shuttle bus service and such others as may be assigned by the Vice President for Business Affairs.

***Director of Grounds Maintenance.*** The Director of Grounds Maintenance is responsible for various landscaping activities including landscape construction, maintenance, irrigation, insect and disease control, road and pavement maintenance, traffic signs and markings, and all annual color plantings.

**Deans of the Academic Colleges**

***Deans.*** Deans are the administrative heads of the various colleges, with the exception of the Moody College of Marine Sciences and Maritime Resources in Galveston, which is directed by a provost. They are responsible for all programs of instruction, research, continuing education, and public service carried on by their respective colleges. These administrators are charged by the President with responsibility for developing and administering programs of highest quality. They report to the President through the Vice President for Academic Affairs on all matters except those for which they have been asked to proceed otherwise.

Academic colleges of Texas A&M University include:

*College of Agriculture*
*College of Architecture and Environmental Design*
*College of Business Administration*
*College of Education*
*College of Engineering*
*College of Geosciences*
*College of Liberal Arts*
*College of Medicine*
*College of Science*
*College of Veterinary Medicine*
*Moody College of Marine Sciences & Maritime Resources*

Deans of colleges are charged with the supervision of those state agencies, services, and regulatory activities placed under their jurisdiction. The Director of the Texas Agricultural Experiment Station and the Director of the Texas Agricultural Extension Service report to the Dean of the College of Agriculture. The Director of the Texas Engineering Experiment Station (including the Texas Transportation Institute) is the Dean of the College of Engineering. In addition, the Director of the Texas Engineering Extension Service reports to the Dean of

Engineering. The Superintendent of the Texas Maritime Academy reports to *the Provost of the Moody College of Marine Sciences and Maritime Resources.*

***Associate Deans and Assistant Deans.*** Associate deans and assistant deans of the various colleges report directly to the deans of their respective colleges and are responsible to those administrators.

***Department Heads.*** Department heads are responsible to the deans of the colleges in which their departments are located. Recommendations concerning academic programs proceed to the Vice President for Academic Affairs through the appropriate dean.

***Directors of Institutes and Centers.*** Special purpose centers and institutes exist at Texas A&M University. These units usually report to the dean of a college. The directors of these centers and institutes are responsible to the deans of their colleges for all functions and activities under their supervision. In a few instances, centers and institutes exist outside the umbrella of the academic colleges and may have a reporting channel that is shared by several deans. In a few instances, institutes may have departmental status or report to a department head.

**Director of Development**

The Director of Development reports directly to the President and is responsible for activities involved in securing and administering gifts and bequests and in developing private support for the University. Development of programs designed to present effectively the gift needs of the University to potential donors, disposition and recording of gifts, acknowledgment of gifts, filing of necessary reports, including the annual report of all gifts received by the University, and activities of the University Placement Office come under this office.

***Director of University Placement Office.*** The Director of University Placement Office is responsible for maintaining active contact with the prospective employers of the graduating students and alumni. In cooperation with other University departments and divisions, the director acquaints students with the professional fields they wish to enter and assists in the preparation of credentials and resumes for job applications.

**Affirmative Action Officer**

The Affirmative Action Officer reports directly to the President of the System and is responsible for representing The Texas A&M University System throughout the state in its contact with the Governor's Equal Employment Opportunity Office, the U.S. Equal Employment Opportunity Commission, the U.S. Department of Health, Education, and Welfare, the Wage-Hour Division of the U.S. Department of Labor, and other state and federal agencies. The Affirmative Action Officer monitors the System's Equal Employment Opportunity programs, investigates alleged complaints of discrimination, conducts training

sessions and advises administrators concerning their obligations under a dozen or more federal laws and executive orders requiring equal employment opportunity compliance.

**Director of University News Service**

The Director of University News Service reports to the President of the System and is responsible for the gathering and producing of news items for newspapers and the news media. The director supervises the Photographic and Visual Aids Laboratory and assists other University units with their news service programs.

**Director of Educational Information Services**

The Director of Educational Information Services reports to the President of the System and is responsible for promotional publications for The Texas A&M University System. The director reviews and approves the quality of all promotional publications, handles special events and activities, and gives guidance on the use of the University Seal and logo.

**Director of University Press**

The Director of the Texas A&M University Press reports to the President and is responsible for developing and maintaining a general book publishing program. Emphasis of the Press is on books coinciding with the University's principal academic strengths and books designed to serve Texans and the Southwest.

**Director of Athletics**

The Director of Athletics is responsible for coordinating and administering the athletic programs of Texas A&M. Southwest Conference activities include participation in football, baseball, basketball, track, cross country, swimming, tennis, and golf.

The women's athletic program includes intercollegiate participation in softball, volleyball, tennis, basketball, track, swimming, gymnastics, and golf. The extramural program offers sports competition between intramurals and intercollegiate athletics.

# GOVERNANCE OF TEXAS A&M UNIVERSITY

## GENERAL CONCEPT

The Board of Regents of The Texas A&M University System has the authority and responsibility for the governance of Texas A&M University. The Board has delegated to the President of the University operational control under Board policies and procedures. In turn, the President delegates certain authorities to other officers of the University. Governance of the University resides in the Board of Regents, the President, and designated officers of the University.

Effective governance is dependent on adequate identification of goals; on planning and evaluation; on assembly of pertinent facts and opinions; on analysis and consideration of available alternatives; and on knowledge of resources and capabilities. Those responsible for decision-making in the governance activities of the University have an obligation to use appropriate means for insuring that all of these parameters are included in the decision-making process. Such means include the use of faculty councils and committees whose advice supports these administrative officials in the exercise of the authority delegated to them.

Although the decision-making act itself rests in the University administrative officer to whom the authority has been delegated, much of the background information and basic analysis on which sound decisions are based must be provided by the faculty and to some extent by students. The academic program of the University involves decisions in the classroom and in research by the faculty and to a lesser degree by the student. The academic program is implemented through the faculty member and the student. Much of what is needed for the decision-making process must come through faculty and student consultative channels. Effective governance, therefore, requires procedures to bring all these elements together.

The following are guidelines intended for achieving effective governance:

1. Administrators at Texas A&M University shall provide for the appointment of councils and committees to support and advise them. These will be arranged to provide a flow of ideas, a consideration of policy matters, an analysis of significant issues, and a formulation of recommendations. At the committee level, basic information will be gathered, cogent parameters identified, and all pertinent groups given an opportunity to make their wishes known. At the council level, key issues will be identified and analyzed and alternate paths of action considered. These councils and committees will be made up primarily of faculty members, with student members when appropriate.

2. In the colleges and departments, the respective faculties shall be organized into deliberative and consultative bodies which shall consider academic affairs within their own units at the request of their administrative heads and advise their administrative heads on any matters as they deem appropriate. As

necessary for their deliberations, the faculties may request advice and information from their administrative heads and, through them, from other administrative officers, and other consultative and deliberative bodies of the University. All advisory, consultative and deliberative bodies, administrative or otherwise, are to be considered entitled to the information necessary to accomplish their designated functions and are expected to provide critical analyses of both current and proposed ideas concerning the affairs of the University within their purview.

3. There shall be maximum faculty and all appropriate student representation throughout the advisory and consultative groups.

4. All councils, committees, and deliberative bodies at the University, college or departmental levels should adopt rules of order which facilitate the acquisition of necessary information, debate, and the consideration of alternatives. All should publish agendas, keep minutes, and prepare annual reports, which shall be forwarded regularly to parent agencies and designated officers.

5. Appointment to administrative councils and committees of the University is made by the President. Appointment to other councils and committees will be by the administrative head whom they serve.

6. Announcement of official policy and actions are the prerogative of the administrative officers.

7. An Academic Council shall be established to provide a platform for general discussion of academic issues, to act as a basic advisory group to the University President, and to serve as a forum for the University community. The Academic Council will have such powers, organization, and procedures as are contained in an approved set of bylaws.

8. The Academic Council and the committee structure established by administrators will be complementary channels for the flow of ideas and to provide mutual support for the deliberation of topics appropriate to the goals of Texas A&M University. Administrators will act on the advice of committees and councils which report to them, or they will refer committee and council recommendations to the Academic Council as appropriate. The Academic Council may generate its own committees, or may request when appropriate, reports from various committees of the administrative structure.

## ADVISORY COMMITTEE STRUCTURE

### Administrative Councils

***President's Administrative Council (PAC).*** The President of the University chairs an informal group of key administrators, the President's Administrative Council (PAC), which advises the President on a broad range of administrative matters and procedures. Membership includes the vice presidents, deans, the vice chairman of the Academic Council, and the president of the student body. The PAC meets on call of the President.

***Vice Presidents' Councils.*** Councils advise each of the University vice presidents. They receive and review reports from appropriate committees and where required forward recommendations to the Academic Council for its consideration, act as administrative advisory units to the appropriate vice presidents, and carry out other duties assigned by presiding officials. These groups are the Academic Program Council (APC), chaired by the Vice President for Academic Affairs; the Student Activities Council (SAC), chaired by the Vice President for Student Services; and the Business Operations Council (BOC), chaired by the Vice President for Business Affairs. Membership on these councils is determined by the presiding vice president of each group. These councils meet on call of the presiding vice president.

***Other Advisory Councils.*** Special councils may also advise other administrative officers responsible for broad program areas of the University. These councils meet on call of the administrator.

**University Committees**

Some committees of the University are authorized by the Academic Council and are a part of that structure. Other appropriate University program councils and standing committees exist to advise key administrators, to formulate procedural or program matters that are considered ultimately by the Academic Council or to satisfy statutory or other requirements of the University. The relationships of these latter groups to the Vice Presidents' Councils will be as determined by the individuals to whom they report. For a more detailed listing of University committees, consult the publication *Committees*, Texas A&M University. In general, each Vice President's Council reviews the activities of the groups reporting to that vice president and calls upon the individual committees for deliberations and reports which are forwarded to the Academic Council or to the President for action.

***Academic Council Committees***

*Committee on Membership and Procedures*
*Council of Teacher Education*
*Curriculum Committee*
*Graduate Council*
*International Student Advisory Committee*
*Library Council*
*Nominating Committee*
*Rules and Regulations Committee*
*Scholarship Committee*

***University Committees Reporting to the President***

*Academic Freedom, Tenure and Responsibility Panel*
*Athletic Council*
*Publications Coordinating Committee*
*Student Publications Board*

*Tenure Advisory Committee*
*University Academic Appeals Panel*
*University Disciplinary Appeals Panel*

***University Committees Reporting to the Executive Vice President (Buildings and Grounds) of The Texas A&M University System***

*Environmental Safety and Health Committee*
*Long Range Campus Planning Committee*
*Radiological Safety Board*
*Reactor Safety Board*

***University Committees Reporting to the Vice President for Academic Affairs***

*Advisory Committee on Faculty Evaluation Procedures*
*Archives and Historical Committee*
*Committee for Review of Research with Humans*
*Committee on Laboratory Animal Care*
*Convocations Committee*
*Continuing Education Council*
*Educational Information Services Advisory Council*
*Faculty Affairs Council*
*Faculty Development Leave Program Committee*
*Honors Program Committee*
*Junior College Relations Committee*
*Mini-Grant Committee*
*Research Council*
*New Student Committee*
*Tropical Studies Committee*
*TAMU Press Committee*
*University Diving Control Board*
*University Lectures Committee*
*University Liaison Committee for Moody College of Marine Sciences and Maritime Resources*

***University Committees Reporting to the Vice President for Business Affairs***

*Fiscal Procedures Review Committee*
*Shuttle Bus Operations Committee*
*The Texas A&M University System Personnel Policy and Employee Benefits Committee*
*University Center Board*
*Utilities Advisory Committee*

***University Committees Reporting to the Vice President for Student Services***

*Memorial Student Center Council*
*Student Organization Board*
*Traffic Panel*
*Who's Who Committee*

## ACADEMIC COUNCIL BYLAWS

Preamble. These bylaws shall govern the organization and procedures of the Academic Council of Texas A&M University.

**Article I. Functions and Responsibilities**

A. The Academic Council shall provide for general discussion of academic matters, act as a basic advisory group to the University President, and serve as a forum of opinion within the University community. The council shall function under its own bylaws and may deliberate any topic it believes important to the academic welfare of the University.

B. Within the authority delegated by the Board of Regents, the Academic Council will make recommendations to the President on matters of academic policy and procedures, as well as on other subjects which the council deems important to academic progress. Proposed recommendations on these matters may originate in the Academic Council or its agencies, reach the council through other elements of the University, or develop from communications by individuals in the University community.

C. The council may refer specific questions to or may raise specific issues with any University administrative official, council, committee, or other agency, and may create its own committees for carrying out its functions.

**Article II. Membership and Participation**

For purposes of attendance at meetings of the Academic Council and participation in its affairs, three groups of persons are recognized: (1) members (2) other participants, and (3) visitors.

A. ***Members.***

1. Voting. The voting membership of the Academic Council shall consist of the vice presidents; deans; Director of Libraries; Commandant of the Corps of Cadets; the President of the Student Government; Director of the University Press; department heads; elected faculty representatives; and the chairman of the elected faculty advisory group in each college. The last named shall be considered a faculty representative.

2. Non-voting. The President may designate non-voting members of the council from the University community.

3. Proxies. The sending of proxies or representatives of members is not authorized, except for the vice presidents and deans, provided written notice is given. Provision for the filling of temporary or extended vacancies shall be in accord with procedures approved by the Committee on Membership and Procedures.

***B. Other Participants.*** Specific individuals may be invited to any meeting of the council by the chairman or with the permission of the chairman by any committee of the council.

***C. Visitors.***

1. Meetings of the Academic Council shall be open to the faculty, student body, and other members of the University community.

2. Reasonable provisions shall be made for the attendance of visitors, who shall sit in a designated area.

3. The conduct of visitors and of other participants shall be handled according to procedures derived from Article VIII. However, regardless of other provisions of these bylaws, a council meeting in progress may at any point be closed to visitors or other participants by a majority vote, and a motion to such purpose shall take precedence over all other motions except that to adjourn.

***D. Membership Question.*** Except as provided elsewhere in these bylaws, questions or disputes about membership and membership rights or duties, as these pertain to either the faculty or the Academic Council, shall be decided in the first instance by the Committee on Membership and Procedures. All such decisions shall be reported to the President and to the Academic Council; and there may be an appeal, in order, to the Academic Council and to the President of any decision by this committee.

**Article III. Definitions of "Faculty"**

A. For the purposes of these bylaws, the faculty shall consist of the President of the University, the vice presidents, all individuals who hold the rank of professor, and all other individuals who have academic tenure or are eligible for tenure and who also perform the primary portion of their duties either on the College Station or Galveston campus.

B. The faculty representation on the council shall be based upon the number of faculty in each of the colleges except the Graduate College. All individuals who conform to the definition of faculty shall be eligible to vote for faculty representatives.

C. Faculty members who are not department heads and who are eligible to vote for faculty representatives may serve as faculty representatives on the council.

**Article IV. Officers**

A. ***Chairman.*** The chairman and presiding officer of the Academic Council shall be the President of the University.

B. ***Vice Chairman.*** At its first meeting of each academic year the council shall elect by secret ballot a vice chairman from among its elected members. Nominations shall be made by the Nominating Committee and from the floor. The vice chairman shall preside at council meetings in the absence of the chairman and shall assume such other duties as may be assigned by the chairman or the council so long as they are consistent with the role of a presiding officer. The same person may not serve as vice chairman for more than three consecutive years. In case there are more than two candidates, the person receiving the largest number of votes shall be declared elected.

C. ***Secretary.*** The Secretary of the Academic Council shall be appointed by the President to serve at his pleasure. The secretary shall prepare agendas and maintain a separately designated file of records, reports, and other documents pertaining to the organization, deliberations, and actions of the Academic

Council. The secretary shall be responsible for the final form and accuracy of the minutes; for compiling and maintaining a complete and current list of members and such other lists and rosters as may be required; and for such other duties as may be of assistance to the presiding officer in the conduct of meetings of the Academic Council and to the council. The secretary will not be a voting member of the council.

D. ***Other Officers and Assistants.*** The chairman or other presiding officer may appoint such lesser or temporary officers, assistants or agents as are customary and necessary to serve his needs and those of the Academic Council in connection with its meetings or other activities.

**Article V. Elections**

A. ***Election Procedure.***

1. The Committee on Membership and Procedures shall, in addition to its duties, serve as a standing committee on the election procedures relating to the Academic Council. In consultation with the President, this committee shall prescribe or approve guidelines and procedures not otherwise provided for in these bylaws, governing such matters as the nomination of candidates, the conduct of elections, the filling of vacancies, and the settling of questions or disputes relating to these matters. Such guidelines and procedures shall be in accord with the one-man one-vote principle, shall so far as practicable apply uniformly to similar situations, and shall provide for the prompt filling of vacancies.

2. Procedures for electing faculty members to the Academic Council shall include a secret mail ballot, and such mailing also shall contain short biographical sketches of candidates. Complete election results shall be reported promptly to the President, the Academic Council, the faculty, and the candidates.

3. In accordance with guidelines and procedures prescribed or approved by the Committee on Membership and Procedures, elections of faculty members will be conducted in each college. The faculty representation from each college to the Academic Council shall include the chairman of the elected faculty advisory group for that college, plus one elected faculty member per college for each 50 faculty members and major fraction thereof in the college, based on the provisions of Article III, paragraph 1. Faculty members in the Library and in the departments of military, air, and naval science shall be represented by one elected faculty member for each 50 faculty members and major fraction thereof in these units. In the event any unit has less than 50 members, it shall be represented by one elected faculty member.

4. The election of faculty members to the Academic Council shall take place in the spring of each calendar year, the persons elected to take office on the first day of the next academic year.

B. ***Term of Office.*** The term of office of faculty elected to the Academic Council shall be three years. The same person may serve no more than two consecutive terms.

**Article VI. Meetings**

A. Regular meetings of the Academic Council shall be held at 2:00 p.m. on the fourth Thursday in each month of the long session. The place of the meetings shall be determined by the President in consultation with the secretary, and the President shall issue the call for each meeting. Special meetings may be called by the President, and shall be called by the President at the written request of 30 percent of the voting members of the Academic Council. The time and place of special meetings shall be determined by the President.

B. In consultation with the President, the secretary shall provide an agenda with the call for each regular meeting. Priority shall be given to the items on the agenda. Proposals not on the agenda or not reduced to writing and in the hands of the members of the Academic Council prior to the day of a regular meeting may be proposed and discussed at that meeting, but may not be acted upon at the same meeting unless specially authorized by a two-thirds vote of those present and voting. Any member of the council may place a topic for discussion on the agenda.

C. In consultation with any group presenting a valid request for a special meeting, the President shall provide agenda with the call for such meeting. At a special meeting only those matters may be acted upon as are specified in the call for the meeting, except this rule may be waived by a two-thirds vote of those present and voting.

D. For both regular and special meetings a quorum shall be a majority of the voting members of the Academic Council. In the absence of a quorum, those present may receive reports, may discuss matters without voting on them, and may recommend to the President a date and time for an adjourned meeting, but shall transact no other business.

**Article VII. Committees of the Academic Council**

A. ***Committee on Membership and Procedures.*** A standing Committee on Membership and Procedures shall be appointed annually by the President from among a list of nominees presented by the Nominating Committee. The secretary shall be ex-officio chairman of the committee.

B. ***Nominating Committee.*** A standing Nominating Committee shall be appointed annually by the President from among the voting members of the Academic Council. This committee shall make recommendations to the President, in accordance with procedures approved by the Committee on Membership and Procedures unless provided for elsewhere in these bylaws, concerning memberships of the committees and councils of the Academic Council insofar as those memberships are not otherwise provided for in these bylaws. In making recommendations for members to represent the various units and segments of the University community, the Nominating Committee shall seek the suggestions of the administrators responsible for those units and segments. The President shall appoint all committees after reviewing these recommendations.

C. ***Graduate Council.*** The Graduate Council shall include the Dean of the Graduate College (chairman), plus the Chairman of the Committee on Graduate

Instruction for each of the various colleges, four nominees elected by the graduate faculty, and five faculty members recommended by the Vice President for Academic Affairs to represent the University at large. This council shall concern itself with the development of graduate work in the University and with the maintenance of standards of excellence in all graduate instruction and related activities, and will be advisory to the Dean of the Graduate College on all graduate program matters. It will report to the Academic Council through the Vice President for Academic Affairs, who shall forward all reports of the Graduate Council with appropriate recommendations.

D. ***Library Council.*** The Library Council shall include representatives from each of the colleges except the Graduate College, from the experiment stations and extension services, plus the Director of Libraries (ex-officio), and at least three students, including one graduate student. The Chairman of the Library Council shall be appointed by the President. This council will advise the Director of Libraries and the Vice President for Academic Affairs on all topics affecting the usefulness and general operation of the library. This council will report to the Academic Council through the Vice President for Academic Affairs, who shall forward its reports with appropriate recommendations.

E. ***Council on Teacher Education.*** The Council on Teacher Education shall be appointed by the President and shall include the Dean of Education (chairman), plus heads of the teacher education departments and members of the faculty from other deparments of the University related to teacher education, and at least three students, one of whom shall be a graduate student. This council shall serve as an advisory council for all teacher education programs, and shall foster high standards in all areas of teacher education. It shall recommend policy as appropriate to promote teacher education, assist any duly authorized members of the faculty or professional staff who represent the University to the Texas Education Agency or any organization related to the agency and recommend certification of graduates. It shall report to the Academic Council through the Vice President for Academic Affairs who shall forward its reports with appropriate recommendations.

F. ***Curriculum Committee.*** The Curriculum Committee shall include the Vice President for Academic Affairs (chairman, ex-officio) the Associate Vice President for Academic Affairs (vice-chairman, ex-officio), Dean of the Graduate College (ex-officio), plus representatives of each of the colleges, except the Graduate College, and at least two students. This committee will review all proposed courses and curricula and will examine existing courses and curricula for their contribution to the objectives of the University and the needs of the state. It shall recommend appropriate policy to encourage and develop the academic program to the highest levels of quality.

G. ***Scholarship Committee.*** The Scholarship Committee shall include the Vice President for Academic Affairs (chairman), the Dean of Admissions and Records (vice-chairman), the Director of Student Financial Aid (ex-officio), the Director of the Academic Counseling Center, the International Student Ad-

viser, representatives of each of the colleges, except the Graduate College, two students, and a representative of the Vice President for Student Services. This committee shall review the scholarship program of the University and will recommend the distribution of scholarship funds as well as encourage and develop the scholarship program.

H. ***Rules and Regulations Committee.*** The Rules and Regulations Committee shall include representatives of the Vice Presidents for Academic Affairs, Business Affairs, and Student Services, a representative of the Dean of Admissions and Records, The Texas A&M University System, at least two faculty members, a representative of the President's office, and at least three students. This committee shall recommend changes in the rules and regulations governing the students of the University and shall supervise the publication of ***University Regulations.*** The reports of this committee shall be forwarded to each of the vice presidents of the University for review and comments.

I. ***International Student Advisory Committee.*** The International Student Advisory Committee shall include representatives of the Office of International Programs, the President's office, Academic Counseling Center, International Student Adviser, Dean of the Graduate College, Dean of Admissions and Records, plus at least three students, and four faculty members. This committee shall advise the University concerning the welfare of students from outside the continental limits of the United States. It will report to the Academic Council through the Vice President for Academic Affairs who shall forward its reports with appropriate recommendations.

J. ***Other Committees.*** The formation of committees of the Academic Council or the designation of their functions shall be with the approval of both the President and the Academic Council. All such committees shall report their activities to the President and to the council in writing at least once a year, the time to be scheduled by the President in consultation with the Secretary of the Council. The President or the Academic Council may request special reports.

K. ***Administrative Committees and Councils.*** Committees and councils appointed by administrative officers of the University to assist them in the administration of the University or any of its programs are not considered committees of the Academic Council. However, reports and other results of these committees will be made available as information to the Academic Council. Nothing herein shall be interpreted as a limitation on the authority of such administrative officials to appoint such committees and councils as they deem appropriate.

L. ***Special Committees.*** The President or the Academic Council may establish temporary, special or ad hoc committees or sub-committees. All such entities shall report in writing to the President and the Academic Council at least once during their period of establishment. The President or the Academic Council may request special reports.

M. ***Committee Procedure.*** Unless modified by these bylaws, the committees and subcommittees of the Academic Council shall function in accordance with the provisions of the parliamentary authority as outlined in Article VIII.

N. ***Committee Membership.***

1. Non-voting members of the Academic Council may be members of committees or sub-committees and can vote and otherwise participate fully in the organization, deliberations, and actions of their respective committees or sub-committees.

2. Faculty members (as defined herein) and students who are not members of the Academic Council may be members of committees and sub-committees of the Academic Council and can vote and otherwise participate fully in the organization, deliberations, and actions of their respective entities. Such faculty and/or students may comprise a majority of a committee or sub-committee when necessary or appropriate.

3. The President and the Academic Council shall approve the addition of other persons from the University community or elsewhere to committees or sub-committees of the Academic Council for limited or fully participating membership or for other purposes.

O. ***Committee Chairmen.*** Notwithstanding any other bylaw provisions, all standing and special committees of the Academic Council, but not necessarily their sub-committees, shall have as chairmen members who are also voting members of the Academic Council as defined in these bylaws, except as provided in Article VII, Section A for the Committee on Membership and Procedures.

**Article VIII. Parliamentary Authority**

The rules contained in the current edition of ***Robert's Rules of Order*** shall govern the deliberations and actions of the Academic Council and its officers and committees in all cases to which they are applicable and in which they are consistent with these bylaws or with any special rules of order the Academic Council, with the approval of the President, may adopt under these bylaws, or with other lawful regulations.

**Article IX. Official Actions**

A. Official public announcements of the Academic Council shall be made only by the President, the Vice President for Academic Affairs, or the Secretary of the Council.

B. Both the agenda and the minutes of the Academic Council meetings shall be posted publicly in each department or other administrative unit of the University.

**Article X. Amending of Bylaws**

A. ***Procedure.*** These bylaws can be amended at any regular meeting of the Academic Council or at any special meeting called in whole or in part for such purpose, by a two-thirds vote of those present and voting, provided that an amendment has been submitted in writing at the previous meeting or submitted in writing to the membership at least 10 days prior to the day of the next meeting.

B. ***Effective Dates.*** Upon approval by the President, an amendment to these bylaws shall go into effect as soon as specified in the legislation authorizing such amendment.

C. ***Distribution.*** The secretary shall distribute copies of an approved amendment to the President and the members of the Academic Council not later than with the call for the next meeting following its approval. He shall keep at least one correct copy of these bylaws, as amended, available for public inspection in the files of the Academic Council.

**Article XI. Enactment of These Bylaws**

A. ***Procedure.*** These bylaws shall go into effect immediately upon approval by the Academic Council and by the President.

B. ***Effect on Existing Legislation.*** Nothing in these bylaws shall be interpreted to modify or nullify existing actions of the Academic Council or other entities of the University except as they may be inconsistent with these bylaws or amendments thereto.

C. ***Transition.*** Upon approval of these bylaws, the President shall appoint the secretary, the Nominating Committee, and, with its assistance as provided in Article VI, Section B, herein, the Committee on Membership and Procedures. The Committee on Membership and Procedures will work to effect a prompt transition to these bylaws. The existing Academic Council shall continue to function in accordance with existing procedures until faculty representatives are chosen as provided herein and the President declares the new Academic Council established. Any other necessary transitional measure may be taken by the President, in consultation with the secretary and with the Committee on Membership and Procedures.

# FACULTY AND STAFF

Employees of the University are grouped into the academic staff, the administrative staff, and the classified staff. Individuals may serve on one or more of these staffs. Appointment of all staff members is made by the President, subject to confirmation by the Board of Regents.

## STAFF

### Academic Staff

The academic staff is made up of the instructional academic staff and the non-instructional academic staff. The instructional staff is comprised of academic staff members concerned with classroom teaching or curricula assignments. This includes the faculty, part-time teachers, lecturers, and teaching assistants. The non-instructional academic staff is made up of both full-time and part-time non-teaching personnel engaged in the academic program, including research, extension, continuing education, counseling, and similar personnel.

### Administrative Staff

The administrative staff is made up of the President, the vice presidents, the deans, heads of departments, directors of institutes, centers or services, and other professional persons whose duties support these administrators or who are engaged in administrative activities. The administrative staff excludes classified personnel. An administrative staff member also may be a member of the academic staff, but no administrative staff appointment carries with it an automatic academic staff appointment.

### Classified Staff

The classified staff (or classified personnel) of the University is composed of certain administrative personnel, clerical personnel, and the personnel of the various University auxiliary services and agencies engaged directly or indirectly in support of the teaching, research, and extension activities of the University.

The classified staff fill positions that have been classified under the Classification and Pay Plan as adopted by the Board of Regents.

## FACULTY

The faculty includes the President, the vice presidents, all individuals who hold the rank of professor, and all other employees of the University who hold full-time or part-time academic rank as instructor, assistant professor or associate professor and who are tenured or who are eligible under tenure regulations to earn tenure.

## VISITING AND ADJUNCT APPOINTMENTS

Visiting and adjunct titles are used to designate those individuals who are appointed to the academic staff for limited periods of time, for institutional work

at locations throughout the state, or for use of a specified talent of individuals employed principally other than by the University.

## GRADUATE FACULTY

The graduate faculty consists of those members of the faculty plus other properly qualified persons appointed to the graduate faculty on the recommendation of the Dean of the Graduate College. Nominations for membership on the graduate faculty shall be made by the head of the individual's department, through the dean of his college (with the advice of the Committee on Graduate Instruction of the college concerned). The nominations shall be submitted through the Graduate Council and the Dean of the Graduate College to the Dean of Faculties. Graduate faculty appointments may be as temporary member, member, or visiting member. Temporary members and members may be selected from qualified members of the faculty and from other staffs of the University, including research personnel and other qualified individuals employed at off-campus points where graduate instruction may be authorized.

Appointment to the graduate faculty, although considered an honor, serves functional purposes and must be earned. Appointment is designed to assure competence in the directing and counseling of graduate students and in the teaching of graduate courses. Such competence is in part a function of experience and knowledge of operational procedure; it also is characterized by ability and motivation.

Recognized scholars and authorities whose merit clearly is established need not be measured by standard criteria, and the academic rank of professor ordinarily is considered to establish merit. Otherwise, the criteria below shall apply to the appointment of temporary members and members of the graduate faculty.

### Temporary Member

New faculty members holding the highest earned degree common to their disciplines may be granted at least "temporary" membership on the graduate faculty of Texas A&M University at the written request of the appropriate head of the department. This temporary membership is normally for a period of 12 months. Individuals receiving "temporary member" designation are notified in writing by the Dean of the Graduate College of the date of expiration of their temporary membership on the graduate faculty.

A temporary member of the graduate faculty of Texas A&M University may (1) teach graduate courses; and (2) serve as a member of a graduate student's advisory committee, but not as a chairman or co-chairman of an advisory committee, during the period of status as temporary member.

It is expected that a temporary member of the graduate faculty of Texas A&M University will make every effort to qualify for status as a member of the graduate faculty during the year of appointment as a temporary member. If at the end of the year of appointment as temporary member, an individual has not

been able to meet the qualifications necessary for status as a member of the graduate faculty to the satisfaction of the graduate council, his status as a temporary member of the graduate faculty ordinarily will expire, and he will no longer be eligible to teach any graduate courses, nor to serve in any capacity on the advisory committee of a graduate student.

**Member**

In order to become a member of the graduate faculty, an individual must be nominated by the department head. A nominee must then present evidence that (A) he or she has (1) taught a graduate class, or (2) actively served on a graduate student's advisory committee, or (3) held a definite administrative assignment in the graduate program of the University; and (B) has published a scholarly work as primary author (or, in the case of a professional discipline, has exhibited appropriate evidence of professional accomplishment). Academic rank and degrees are of definite but secondary importance in supporting the nomination.

**Visiting Member**

Recognized scholars and authorities of other institutions who meet the basic requirements for the status of member of the graduate faculty as described above, except for affiliation by appointment to the general faculty of this University, may be eligible for nomination as visiting members in those cases in which a need is apparent, and justification is presented by the nominator. Such membership shall be reviewed annually by the Dean of the Graduate College.

**General**

Membership on the graduate faculty is maintained only by actively serving on graduate student committees or by other direct and substantial contributions to the graduate education program of the University, such as service on a committee on graduate instruction or administrative assignments in graduate education. The Graduate Council expects that all deans and department heads will regularly review the graduate faculty under their direction and recommend withdrawal of the appointments of any members who because of failure to participate in the graduate program by teaching, directing or administering graduate work, and by doing research and publication, no longer merit membership on the graduate faculty.

No person enrolled as a graduate student may serve as a member of the graduate faculty.

## NOTIFICATION OF EMPLOYMENT STATUS

All appointments are on a year-to-year basis unless otherwise modified by the Board of Regents of the System through the granting of tenure or other special conditions.

When initial appointments are made, each staff member will be supplied with information pertaining to job responsibilities and special conditions of employ-

ment that may pertain to the position. In the case of members appointed to the academic staff, this information will include a form which indicates the conditions of tenure or the period of service which will apply before consideration for tenure will be made.

Each year, no later than March 15, full-time members of the academic staff will be provided with a written statement of the terms of their employment for the succeeding academic or fiscal year which begins on September 1. These conditions may include a salary figure if a budget has been adopted for the succeeding year by the Board of Regents or may note that salary figures will be furnished when a budget is adopted.

Instructional staff other than faculty are appointed as necessary to carry on the instructional responsibilities of the University. Notice of appointment for a succeeding year is given as soon as budget allocations and student loads permit a determination of need and funds available for the position.

Part-time members of the academic staff, including teaching assistants, will be provided with a statement of the terms and conditions of their employment as soon as budget allocations, teaching loads, and other operational parameters permit a determination of need.

All administrative appointments are made subject to removal from the administrative position for cause. Administrative appointments will be reviewed regularly for effectiveness of performance. In any event, department head appointments will be reviewed at least every four years on a schedule adopted by the University.

All classified appointments are made subject to the employment conditions of the classified pay plans.

## NOTIFICATION OF NON-REAPPOINTMENT FOR FACULTY

The services of faculty members on year-to-year appointments may be terminated by giving written notice under procedures approved by the President of the University according to the following minimum periods of notice:

A. Three months prior to the completion of the first full academic or twelve-month year of service at Texas A&M University.

B. Six months prior to the completion of the second full academic or twelve-month year of service at Texas A&M University.

C. Twelve months prior to the completion of any full academic or twelve-month year of service at Texas A&M University beyond the second year.

## PROMOTIONS AND SALARY RECOMMENDATIONS

Normally, each faculty member is considered annually for promotion and salary recommendations. Recommendations generally originate with the department head. Department heads are expected to consult with appropriate members of their faculty concerning promotions and salary recommendations.

Department head recommendations are reviewed and acted upon by the appropriate dean. After review by the Vice President for Academic Affairs, the recommendations proceed to the President and Board of Regents for approval. The review process for promotions is carried out so that confirmation may be obtained at the normal meeting of the Board of Regents in February of each year. The review process for salary normally occurs during the University's budgeting cycle. Promotions and salary changes at other times during the year are the exception rather than the rule.

# POLICIES FOR ACADEMIC FREEDOM, RESPONSIBILITY, AND TENURE

The Policies for Academic Freedom, Responsibility, and Tenure in The Texas A&M University System apply equally to faculty, as defined herein, holding such positions on the date of adoption and to subsequent appointees.

These policies seek to establish a spirit of cooperation, good faith, and responsibility and to provide useful guides in situations not specifically described.

## ACADEMIC FREEDOM

Institutions of higher education are conducted for the common good. The common good depends upon a free search for truth and its free expression. It is essential that the faculty member be free to pursue scholarly inquiry without undue restriction, and to voice and publish conclusions from this inquiry. The faculty member must be free from the fear that others, inside or outside the academic community, because their vision may be different, may threaten the faculty member's professional career or the material benefits accruing from it.

Each faculty member is entitled to full freedom in the classroom in discussing the subject of the class. The rights of each faculty member as a private citizen are recognized. In speaking, writing, or acting as a private citizen the faculty member shall be free from institutional censorship or discipline.

## ACADEMIC RESPONSIBILITY

The concept of academic freedom must be accompanied by an equally demanding concept of responsibility, shared by governing boards, administrators, and faculty members.

The essential responsibilities of all employees are set forth in the policies, rules and regulations of The Texas A&M University System and of the part of the System in which the individual is employed. The essential responsibilities of governing boards and administrators are set forth in the Standards for Colleges, adopted by the Southern Association of Colleges and Schools, as updated and revised.

The fundamental responsibilities of a faculty member as a teacher and scholar include maintenance and exhibition of competence in his or her specialization. Exercise of professional integrity by a faculty member includes recognition

[1]On March 15, 1968, the Board of Directors of The Texas A&M University System unanimously adopted the "Policy on Academic Freedom, Responsibility and Tenure, promulgated by the Coordinating Board, Texas College and University System. Revisions and clarification of these policies were adopted July 25, 1975 by the Board of Directors. These policies are presented herein their entirety.

that the public will judge the academic profession and institution by statements of faculty members. Therefore, faculty members should strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to avoid creating the impression that they speak or act for the institution when, either as a member of a group or as an individual, they speak or act in a private manner. A faculty member should be judicious in the use of controversial material in the classroom and should introduce such material only when appropriate to the subject field.

A faculty member has the responsibility to provide due notice of intention to interrupt or terminate institutional services.

## TENURE POLICIES

### The Nature of Tenure

Tenure is the assurance to an experienced faculty member who has passed a probationary period of service that he or she may expect to continue in an academic appointment unless funds are no longer available or adequate cause for dismissal is demonstrated through established procedures of due process.

The nature of tenure is relative. At no institution of higher education is it fully underwritten by permanent assets. Texas A&M University, Tarleton State University, and Prairie View A&M University are dependent upon legislative appropriations to continue their several programs. They are also subject to actions of the Coordinating Board, Texas College and University System, in phasing out institutional programs.

### Qualifications and Granting of Tenure

Beginning with the rank of a full-time instructor or a higher rank, the probationary period for a faculty member normally shall not exceed seven years, including within this period appropriate full-time service in all institutions of higher learning regardless of the number of years of service there. This is subject to the provision that when, after a term of probationary service of more than three years in one or more other institutions, a faculty member is employed by Texas A&M University, Prairie View A&M University, or Tarleton State University, it may be agreed in writing that the new appointment is for a probationary period of not more than four years even though the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. Leave time taken for the benefit of the institution may count as probationary-period service. Periods of service at less than two-thirds time will not be counted; higher fractions of time will be counted as full-time service. In addition, faculty members who join a faculty at the rank of professor may become eligible for tenure after two years of satisfactory service.

All faculty appointments are made on a year-to-year probationary basis until tenure is granted. All grants of tenure are to be approved by the Board of Regents. Tenure notification is to be made in writing under procedures developed by the President of the System.

**Notification of Non-Reappointment for Faculty without Tenure**

The services of faculty members without tenure may be terminated by giving notice in writing under procedures approved by the President of the System, according to the following minimum periods of notice:

a. Three months prior to the completion of the first full academic or twelve-month year of service without tenure, as the case may be.
b. Six months prior to the completion of the second full academic or twelve-month year of service without tenure, as the case may be.
C. Twelve months prior to the completion of any full academic or twelve-month year of service without tenure beyond the second year.

**Termination of Faculty**

Termination of faculty members with tenure may be made in accordance with the procedures described in Appendix B.

**Financial Exigency**

The phasing out of institutional programs or financial exigencies which cause a reduction of faculty may require exceptions to the normal tenure policy. In these cases, the faculty involved will be given all notice possible and every effort will be made to place the affected faculty in other positions for which they are qualified.

Faculty members whose appointments are to be terminated as a result of phasing out of institutional programs or financial exigencies which cause a reduction of faculty, will be accorded due process and the right of appeal to the Tenure Advisory Committee and the Committee on Academic Freedom, Responsibility, and Tenure.

**Written Terms of Employment**

By March 15 of each year, under procedures approved by the President of the System, each faculty member will be notified in writing of the terms and conditions of his appointment for the next fiscal year. This notice should contain the rank of appointment, tenure status, inclusive dates of service, and any special conditions.

Since the budget normally is not officially adopted by March 15, no firm statement of salary can be made by this date. It is desirable, however, that salary for the position be communicated to the faculty member as soon as the budget is approved by the Board of Regents.

**Acceptance and Resignation of Appointments**

Timely acceptance or resignation of a faculty appointment contributes to any orderly exchange of personnel and is in the best interests of the institution and the faculty. Faculty members are obligated to fulfill the terms of employment for the following year, unless they resign prior to 30 days after receiving notification

of these terms, including salary. Should emergencies arise, the faculty member may ask the appropriate officials to waive this requirement, but should conform to their decision.

**Faculty Grievances**

The Tenure Advisory Committee will serve as the initial review body for faculty grievances in matters relating to academic freedom, responsibility, tenure, and the faculty member's opportunity to perform his or her duties. Individual faculty members may appeal a grievance to this Committee through the appropriate college representative on this Committee, if he or she has been unsuccessful in resolving the grievance through the normal administrative channels. In seeking to serve the mutual interests of the individual faculty member and the institution in its hearing of grievance appeals, this Committee should make a bonafide effort to achieve a satisfactory resolution of difficulties through preliminary inquiry, discussion, and/or confidential mediation while insuring due process for all parties. If the Committee has not been able to resolve the grievance in a fashion acceptable to all parties, the Committee shall report its findings to the President and to the individual concerned.

**General Basis for Determining Tenure**

The basic questions to be satisfied when considering an individual for the granting of tenure are:

*Is this an individual whose personal qualities, professional knowledge and competence, and standards of professional integrity measure up to the level desired as representative for Texas A&M University?*

*Has his or her productivity been such as to give promise of continuing productivity and maintenance of competency?*

*With the resources that are available, is this as competent a person as can be obtained for the position at hand?*

Determination of the answers to these questions is in a large measure judgmental, but a large number of factors may enter into the determination. Among the factors which may be considered are the following:

***Level of Professional Competence.*** This may be shown by academic degrees, by experience, and by performance during the probationary period.

***Area of Specialization.*** Does the individual offer an area of specialization either not currently present on the tenured faculty, or provide desired reinforcement in an area of significance? Is the field of specialization germane to the programs of Texas A&M University?

***Scope and Level of Skills.*** Is the individual a good teacher? Is he or she a good researcher? Does he or she work well with students? Is he or she competent in continuing education? Is he or she versatile in these areas?

***Professional Integrity.*** Does the individual demonstrate professional integrity in both public and private pursuits? Does he or she show respect and

consideration for and enjoy the respect and consideration of his or her colleagues, associates, and others with whom he or she has frequent contact? Is he or she judicious in his or her actions on behalf of the University?

***Compatability.*** Are his or her goals compatible with the goals of Texas A&M University and with his or her college and department? Is his or her personality compatible with the group or groups with whom he or she will be called upon to work? Is the individual cooperative?

## APPENDIX A

## DEFINITION OF FACULTY

In general, a faculty member is a full-time employee of Texas A&M University, Prairie View A&M University, or Tarleton State University who holds academic rank as instructor, assistant professor, associate professor, or professor. Part-time or temporary members of the teaching staff such as lecturers, visiting lecturers, graduate students serving as teaching assistants, postdoctoral fellows, etc., are specifically not entitled to "faculty" status insofar as tenure is concerned. Full-time research associates are normally considered to have term appointments and are considered to hold positions without tenure.

Professional research personnel may be accorded tenure if the funding of their activity appears to have the same assurance as that of regular faculty. An annual contract specifying tenure must be provided in such cases. Faculty members who hold joint appointments with other state, federal, or private agencies or with two or more parts of The Texas A&M University System may or may not be entitled to tenure, depending upon the nature of their duties and the terms of the written agreement of their appointments.

Administrative personnel, such as department heads and deans, who hold academic rank in addition to their administrative title, are considered faculty members for these purposes, but administrative assignments are not subject to tenure.

Appointment of a person on a graduate student's committee or designation as a member of the Graduate Faculty does not constitute faculty status as herein defined.

## APPENDIX B

## PROCEDURE FOR DISMISSAL

### Application of Procedure

These procedures apply to a faculty member who has tenure, or whose term appointment has not expired or who alleges a *prima facie* case of violation of academic freedom in the non-renewal of the appointment. They do not apply to dismissal or non-reappointment cases pending at the time of their adoption.

**Burden of Proof**

If the faculty member has tenure or an unexpired appointment extending beyond the period of the proposed dismissal, the burden of proof is upon the institution to show adequate cause why the individual should be dismissed. If the faculty member does not have tenure but contends that the non-renewal of the appointment constitutes a violation of academic freedom, the burden of proof is upon the faculty member. A faculty member on appointment without tenure who alleges that the non-renewal of appointment constitutes a violation of academic freedom may request a preliminary hearing of allegations by the Tenure Advisory Committee.

**Grounds for Dismissal**

Faculty members will be terminated under the procedures outlined herein, if adequate cause is established by demonstration of professional incompetence, moral turpitude, gross neglect of professional responsibilities, or gross or repeated failure to abide by the Rules and Regulations of The Texas A&M University System.

**Due Process**

Due process as set forth in this statement embodies a course of professional proceedings in line with stated rules and principles generally recognized in the academic community. Due process carries with it the right of a tenured faculty member or a teacher with an unexpired term contract to a fair hearing before an elected committee of peers.

A. ***Personal Conference.*** When the reason arises to question the fitness of a faculty member, the appropriate administrative officers will discuss the matter with the individual in a personal conference. If an adjustment does not result, the matter will be referred to the Tenure Advisory Committee, elected from the tenured faculty.

B. ***Preliminary Review By Tenure Advisory Committee.*** A case referred to the Tenure Advisory Committee will be reviewed in an informal manner. This Committee will make confidential recommendations to the faculty member and to the President. If an adjustment cannot be effected, the faculty member will be advised of the right to a formal hearing before the Committee on Academic Freedom, Responsibility, and Tenure. This notice will inform the faculty member of the rights accorded each individual under academic due process, as explained in "Hearing Procedure" below. If the faculty member states in writing the desire for a hearing, the President, with the assistance of the Tenure Advisory Committee, will formulate a statement of the detailed charges (letter of charges) considered grounds for dismissal, and transmit these charges in writing to the faculty member, reiterating the rights under due process. A copy of this letter shall be sent to the Committee on Academic Freedom, Responsibility, and Tenure.

C. ***Faculty Committee on Academic Freedom, Responsibility, and Tenure.*** An elected Faculty Committee on Academic Freedom, Responsibility, and Tenure shall be established at each academic institution in accord with rules and regulations approved by the President of the System.

D. ***Hearing Procedure.*** The Committee on Academic Freedom, Responsibility, and Tenure is designated to conduct hearings. Upon receipt of a copy of the letter of charges, this Committee will examine the charges to determine if in their opinion the charges, if proved, constitute adequate grounds for dismissal. If so finding, the President will send a letter to the faculty member informing him of the grounds for dismissal proceedings, and informing him that, should he so request, a hearing to determine whether he should be removed from his faculty position will be conducted by the Committee at a specified time and place. The President's letter should inform the faculty member of the procedural rights which will be accorded to him in the hearing. These include an adviser of his own choosing to act as counsel; a full stenographic record of the proceedings, a transcript of which is to be made available to him and to the President of the institution; the right to question witnesses; the opportunity to be confronted by all witnesses adverse to him; and, if a witness cannot appear, the right to the name and statement of the witness.

A faculty member who desires a hearing must write to the President within 15 days in response to the statements given as grounds for the dismissal.

Suspension of the faculty member from usual duties during the proceedings involving this individual is justified if the welfare of the individual, the institution, or its students is threatened by the continuance of the faculty member in these duties.

In deliberating, the Committee should allow oral arguments or written briefs by the President or his representative, and by the faculty member or a representative of the faculty member. The Committee will make explicit findings with respect to each of the grounds of removal presented and should recommend whether there is adequate cause for dismissal. The Committee's recommendation will be conveyed in writing to the President who will in turn convey the report to the faculty member.

E. ***Governing Board.*** If the faculty member's appointment is proposed to be terminated, the President of the institution will transmit the full report of the Committee with his recommendations to the President of the System for his recommendations and transmittal to the Board of Regents. If the Board of Regents chooses to review the case, the review will be based on the record of the previous hearing, and may provide opportunity for argument by the principals or their representatives. The decision of the Committee should either be sustained or the proceedings be returned through channels to the Committee with objections specified. In such case, the Committee should reconsider, taking account of the stated objections and receiving new evidence if necessary. It should frame its reconsidered recommendation and communicate it in the

same manner as before. After study of the Committee's reconsideration the Board of Regents will render a decision.

F. ***Termination.*** If the faculty appointment is to be terminated, the effective date of the termination shall be immediate in cases of moral turpitude, and in other cases shall be in accordance with the appropriate provisions for notification contained in Section III. The faculty member will be continued in his or her duties for that period unless at the discretion of the institution the individual faculty member is granted a leave of absence with pay.

G. ***Publicity.*** Except for such brief announcements as may be required, covering the time of the hearing and related matters, public statements about the case should be avoided. Publicity concerning the Committee's decision should be withheld until final consideration has been given the case by the Board of Regents, but announcement of the final resolution of the case, which should come from the President's office, should include a statement of the Committee's original decision.

# RESEARCH POLICIES AND PROCEDURES

## GENERAL

Research is essential to the instructional programs of the University. It is by research that teachers maintain their knowledge at current and challenging levels to stimulate in students the desire to learn and to apply learning to the solution of society's problems. Research not only improves education and adds to man's knowledge, but the results of research can aid in the continued development of the state and nation. From research has come improved methods of agricultural and industrial production, new techniques for attacking problems of human and animal health, increased efficiency in managing natural resources, developing and maintaining environmental quality, as well as other benefits to society.

Research at Texas A&M University is conducted under three major organizations within the System, the Agricultural Experiment Station, the Engineering Experiment Station, and the University. In addition to these three main divisions of the System there exists a fourth organization, the Texas A & M Research Foundation, which acts as a service organization to aid in preparation and submission of proposals to outside sponsors and to hold and disperse funds received for the conduct of research.

Research contracts within the Colleges of Agriculture and Engineering are generally administered through the experiment stations, and research by the University faculty may be administered by either the University Fiscal Office or by the Texas A & M Research Foundation.

## PROCEDURE

To encourage research activity, the University has developed administrative procedures to help the interested faculty or staff member progress rapidly from the conception of an idea for research to the attainment of research objectives. A full presentation of procedures and a description of the various University organizations devoted to research sponsorship are found in Policy and Procedures Manual, Section 6. Further information concerning research activities and policies may be obtained from the heads of departments, from the deans of colleges, from the Office of University Research, and from the Texas A & M Research Foundation.

Research proposals by faculty in the Colleges of Agriculture and Engineering are generally directed through the experiment stations, and research proposals by University faculty outside of the experiment stations are submitted either through the University or through the Texas A & M Research Foundation. Proposals by University faculty that request research funds from government

agencies are generally routed through the Texas A & M Research Foundation, and all other proposals should be directed to the Office of University Research. Such proposals may include research to be conducted for state agencies, certain private foundations, and all other institutional, training, research travel, facility, and equipment requests. Some other requests such as for continuing education programs should be directed to the Office of Continuing Education.

In the preparation of research proposals, the principal investigator prepares the first draft and submits it through the department head and dean to the Office of University Research or to the Texas A & M Research Foundation for typing in final form. The draft proposal should include a budget that shows the principal categories of expenditures, but it is not necessary for the principal investigator to submit a complete budget because items of indirect cost, fringe benefits, and other details can be completed by the office preparing the final copy.

The final proposal is signed by the principal investigator, department head, and dean, as well as the University Controller in the case of cost sharing or other fiscal requirements, and then the proposal is transmitted through the Office of University Research to the Vice President for Academic Affairs. During this procedure the proposal is reviewed in light of its contribution to the objectives of the University, and the budget is checked for accuracy as to the division of funds according to the requirements of the research and the appropriateness of matching funds. Proposals also are checked for special requirements that are imposed upon the University. For example, proposals for research involving humans are reviewed by a special committee to ensure the protection of individual rights as required by federal agencies.

## OFFICE OF UNIVERSITY RESEARCH

The Office of University Research was established to provide administration, stimulation, support and development of research in the University. The Director of University Research administers special research accounts and provides direction for attaining the research goals of the faculty and the University. The director also coordinates research activities among colleges and with the Texas A & M Research Foundation.

The staff of the Office of University Research assists faculty in the preparation of research proposals by supplying information on sources of funding, procedures and requirements of the proposed sponsor, and on the fiscal procedures of the University.

## TEXAS A & M RESEARCH FOUNDATION

This non-profit corporation was created to assist the faculty and staff in obtaining research sponsorship and to act as the coordinating agency in the administration of contract research. The role of the Research Foundation is one of service to those interested in research, and the Research Foundation does not operate research facilities, but utilizes facilities provided by the University

under separate agreements for each project. Most researchers who work on Research Foundation projects have University appointments and are paid by the University, which receives reimbursements from the Research Foundation from project funds.

The Research Foundation is prepared to provide University researchers with editorial services, typing and duplicating of final copy of proposals, advisory services on budgets, and assistance in obtaining sponsorship. The Research Foundation also negotiates contracts or grants and provides administrative monitoring throughout the life of the project, including purchasing, accounting, financial reports to sponsors, and other special requirements.

## TEXAS AGRICULTURAL EXPERIMENT STATION

The Texas Agricultural Experiment Station (TAES) is the agricultural research agency in Texas and consists of the main Experiment Station located in College Station and 36 research sites throughout the state including research centers, field stations and poultry diagnostic laboratories. Agricultural research activities of TAES are organized to provide the most productive possible blend of basic, applied and adaptive studies of the problems of highest priority. Intensive research throughout the state is carried out in insect control, brush control, cotton and grain sorghum production, marketing research, water resources, and pollution studies.

## TEXAS ENGINEERING EXPERIMENT STATION

The Texas Engineering Experiment Station (TEES) is the research-arm of the College of Engineering and serves the people of Texas by applying engineering know-how to problem areas. A large portion of the TEES research program is applied research. This does not negate efforts to contribute to basic knowledge through basic research. TEES' scope of interest has as its largest activity the transportation program of the Texas Transportation Institute.

## ORGANIZED RESEARCH FUNDS

The legislative appropriation to the University generally includes a fund for Organized Research to be used in the development of new research for support of special research activities and major research facilities. It is administered by the Vice President for Academic Affairs through the Office of University Research and with the advice of the Research Council (described under Academic Council).

Organized Research funds provide the colleges a means to develop new research capabilities and programs, either by the support of individual research projects, the purchase of essential research equipment, or by other appropriate expenditures. Some research groups are supported directly from Organized Research funds, particularly if their research is interdisciplinary or requires significant development support in promising new fields of research. Organized

Research funds also provide for stability of research activities and continuity in funding when required.

A program of *minigrants* also is provided by Organized Research funds to allow individual faculty members to pursue new lines of inquiry or to meet unexpected expenses of informal research projects. These grants are made on the recommendation of a faculty committee that reviews requests for support.

## SPECIAL RESEARCH FACILITIES

To make extensive research ventures possible, the University has available functional and up-to-date research equipment housed in several locations. The facilities are administered and funded by units of the University System and through research grants and projects.

Priority for use of the research equipment generally belongs to the facility's own researchers. Use of equipment by other University personnel is determined on the basis of need and ability to operate the equipment, or the availability of an operator. Fees are charged for use of the equipment that include direct and indirect costs attributable to the operation and maintenance of the facility.

Among the University's operating research facilities are the Cyclotron Institute, the Electron Microscopy Center, the Center for Trace Characterization, Nuclear Science Center, Data Processing Center, and others.

# CONTINUING EDUCATION POLICIES AND PROCEDURES

## GENERAL

Throughout their history, the colleges of Texas A&M University have brought numerous public service and educational programs to those citizens of Texas who have already begun their careers. The continuing education activities of Texas A&M University were brought together under the Office of Continuing Education which opened on December 1, 1973.

The purpose of the Office of Continuing Education is to coordinate, assist, and support the continuing education activities of the academic colleges of Texas A&M University. In addition, the office seeks to identify and meet existing educational needs of the citizens of Texas for lifelong professional, vocational, and personal competencies. The Office of Continuing Education also has developed procedures to record and award the Continuing Education Unit of nonacademic credit for participation in a planned continuing education activity.

## PROCEDURE

The Office of Continuing Education has developed procedures to help academic colleges, units, and administrative offices of Texas A&M University plan and present effective adult education programs. The office also identifies needs for such programs and makes them known to appropriate academic sponsors.

The faculty or staff member interested in presenting a continuing education activity can contact the Office of Continuing Education for assistance with conference planning. The services available to sponsors include arrangements for conference scheduling, facilities, registration, budgeting, exhibit space, printed information services, parking and security, audio-visual equipment, food and lodging. The sponsor is provided printed information and worksheets to assist in efficient and effective planning.

The Office of Continuing Education provides all accounting services for continuing education activities. In cooperation with the University, it has developed policies for compensation of University employees participating in a continuing education activity.

Other functions of the Office of Continuing Education include responsibility for continuing education proposals, extension courses for credit, and scheduling of off-campus facilities of Texas A&M. Procedures related to these operations can be obtained from this office.

Information about continuing education activities can be obtained from the Office of Continuing Education in Rudder Tower, from the coordinator of continuing education in a college, or from the members of the Continuing Education Council.

# EMPLOYMENT POLICIES

## EQUAL EMPLOYMENT OPPORTUNITY (PPM 2.3.1.12 and 2.3.1.21)

It is The Texas A&M University System policy that each applicant be considered for employment solely on qualifications for the position, without regard for race, color, religion, sex, national origin, age or non-job-related physical or mental handicaps. Each employee will be considered for promotions and other personnel action on the same basis.

## EMPLOYEE CLASSIFICATION AND PAY PLAN (PPM 2.3.1.1)

The Board of Regents has approved a position classification plan and a corresponding pay plan applicable to those positions in the University "which do not entail significant instructional, research, or extension responsibilities, or responsibilities for administration of these functions."

This position classification plan provides uniform titles for use in budgets, payrolls, and other official records; affords a basis for uniform salary treatment of employees engaged in comparable work; and classifies the requirements of positions for recruitment and training.

The corresponding pay plan, based on the classification of positions, assures uniform compensation for like work or equivalent responsibility. It provides pay rates that are fair to employees in light of current practices of private industry, other colleges and universities, and governmental agencies, and that are sufficient to permit the institution to secure and retain thoroughly qualified employees. Finally, it offers a means of rewarding outstanding and continued good performance by employees, and allows for promotion of qualified individuals when vacancies occur.

## HOLDING MORE THAN ONE STATE OFFICE (PPM 2.3.1.11)

### Appointment with Federal and State Government

Employees of The Texas A&M University System may hold a nonelective office or position with agencies, boards, commissions, and other entities of the state of Texas including its political subdivisions and the United States provided the holding of such offices or positions is of benefit to the state of Texas, or is required by state or federal law, and is not in conflict with the employees' positions with the System.

Requests for approval to accept appointments must be made to the Board of Regents in the usual form for agenda items and through normal administrative channels.

**Election to Local Governmental Bodies**

Employees of the System are eligible to serve as members of the governing bodies of school districts, cities, towns or other local governmental districts; provided no salary is paid the employee.

The employee must submit a letter to the President of the System through normal administrative channels. The letter must include:

1. official name of the local governmental body
2. official title employee holds on the local body
3. term of membership including effective starting date
4. type and amount of any payments to be received
5. estimated amount of time to be spent during normal duty hours to serve on the local governmental body

## REQUIREMENTS OF EMPLOYMENT

**Initial Appointment: Forms and Procedures (PPM 2.3.1.2, 2.3.3.1, 2.3.4.1, 2.3.4.2, and 2.3.4.3)**

The recommendation for employment of faculty members is a function of the colleges and departments of instruction. Employment of members of the academic staff is primarily a function of the departments, services or agencies concerned. In both cases, the Personnel Department assists in the processing of employment forms, and continues to offer assistance to the faculty or staff member in matters relating to retirement programs, insurance, and employee benefits.

Recruiting, screening and referring of personnel to fill non-faculty positions are the primary responsibilities of the Personnel Department. University administrators will list all vacancies with the Personnel Department.

The employment of graduate students in various capacities is determined by the academic departments, subject to rules of the Graduate College. The employment of undergraduate students on an hourly basis is a primary function of the Student Financial Aid Office. Individuals seeking such employment and University administrators or other employers desiring student employees should contact this office for assistance.

**Pre-Employment Physical Examination (PPM 2.3.1.3)**

All employees of The Texas A&M University System are covered by workmen's compensation insurance. It is required as a condition of employment that all employees covered by this insurance undergo a pre-employment physical examination by a designated physician or surgeon, and be certified as physically fit to perform the duties or services assigned. Applicants for positions in The Texas A&M University System will be informed of this requirement during the course of application, and will be given assistance in arranging for physical examinations and certifications at the Beutel Health Center on campus. Physical examinations will be at no cost to the applicant. Waiver of benefits will be

required on physical impairments or pre-existing conditions. However, such waiver only applies to the specific condition.

Administrators or applicants for employment who wish assistance in arranging pre-employment physical examinations should call upon the Personnel Department.

## CONDITIONS OF EMPLOYMENT

### Period of Employment (PPM 2.3.1.7)

The fiscal year for Texas A&M University begins with September 1 and ends on the following August 31. The biennium covers two fiscal years, beginning on September 1 of each odd-numbered year.

For "nine-month" personnel, the period of contracted employment is from September 1 through May 31 of the following year, with the exception of those faculty members whose duties are such that as a condition of employment they must report prior to September 1, or must remain on the job until all work of the spring semester has been completed. University employees normally are expected to report to the respective heads of their departments or divisions no later than September 1 of each year. Any absence from work contemplated after that date should be considered a matter to be handled as a leave of absence and should be arranged in advance through normal leave of absence procedure (PPM 2.4.11.1 through 2.4.11.11 and 2.4.14).

"Ten and one-half month" personnel are contracted for employment under the usual employment period from September 1 to May 31 with the addition of one and one-half months of employment during the period between June 1 and August 31.

"Twelve-month" personnel are employed for the entire fiscal year. The absence from work of such personnel must, of course, involve a leave of absence procedure.

### Probationary Period (PPM 2.3.3.1, Attachment A)

All appointments to classified positions are to be considered probationary for three months. During this period, an employee is subject to separation without notice if services rendered are unsatisfactory. A summary of the reason for separation must be included on the termination papers.

An employee should be given appropriate counseling during the probationary period.

### Part-time Employment (PPM 2.3.1.5)

Each employee of The Texas A&M University System who is expected to work on a full-time basis for at least four and one-half continuous months occupies a line-item budget position and is eligible for sick leave, holidays, insurance, retirement and other benefits excluding annual leave.

Regular employees are eligible for participation in the Teacher Retirement System. A regular employee is defined as one requiring a work schedule of 20

hours or more per week for a continuous period of four and one-half months or more (excluding student employees not classified as graduate assistants and/or research assistants).

Generally, part-time members of the classified staff are paid on an hourly rate basis, and part-time members of the faculty and the academic staff are paid according to their proportionate duties in teaching, research, or extension activities.

**Working Hours (PPM 3.3.10 and 8.1.4)**

The working hours of certain members of the faculty or staff (exempt from the requirements of the Fair Labor Standards Act) may vary, depending upon the position held. Some such salaried positions require a greater number of actual working hours than do others, and the acceptance of this requirement is a condition of employment for personnel seeking these positions. Any questions about overtime and overtime compensation should be referred to a department head or supervisor.

## OUTSIDE EMPLOYMENT (PPM 2.3.1.6)

Outside professional services or consulting by professional personnel of the System is encouraged when such activity promises benefit to the System, the state of Texas, or to the nation, as well as to the employee. It is discouraged when it appears to be only a means of increasing the employee's income.

Benefits from a well-designed consulting policy may accrue to an institution of higher education in several ways. If the employee brings unusual or unique competence to the outside employment, the institution gains in prestige and both the private and public welfare is served. If work on a consulting problem or project is new to the employee, teaching and research will benefit from the expanded knowledge. Consulting may lead to research grants for the institution, and often opens employment opportunities for students. The employee stays abreast of the state of the art in the field and promotes professional growth.

The outside employment policy applies to all professional personnel of the System. To a much greater degree than other employees, a professional employee carries the prestige of the institution in all places and at all times. Responsibility is not governed by the clock. Assigned duties should be carried out and often night work and work on weekends must be done.

An outside-employment policy is subject to certain controls which must be exercised to protect the institution against:

Neglect of teaching and other duties;

Loss of prestige because work is done for dishonest or unscrupulous individuals or firms, because the job is inappropriate for the position, or because the person works at a routine job for additional income rather than for professional development;

Undue criticism for the actions or judgments of its employees when they are acting in an advisory or consulting capacity; and

The accusation that its employees are competing unfairly with private business or those in private professional practice.

Such controls require approval of each consulting arrangement. The information necessary for approval consists of:

Nature of proposed work (except for classified consulting);
Name of prospective employer;
Total amount of time involved; and
When the work is to be done.

A form for requesting approval of outside employment is available from the director or dean of various units.

Activities, such as lecturing and writing book reviews and magazine articles, are not normally considered outside employment unless they become unusually time-consuming. However, whenever such activity is to involve an honorarium or reimbursement for services (in contradistinction to travel expenses) the employee should consult his department head or dean (or equivalent) as to the applicability of the outside employment procedures.

Part-time professional employees are expected to observe the elements of this policy designed to protect the institution's good name, and to keep the appropriate official informed of the general nature of their professional activities. Otherwise, part-time employees are not required to follow the approval procedures outlined above.

## BENEFITS OF EMPLOYMENT

### Salaries and Wages (PPM 2.4.1)

Salaries and wages for University faculty and staff members depend on the position held and the classification of the individual employee (if the position is under the Classified Personnel Pay Plan).

Salary checks, available on the last working day of each month, are distributed through departmental offices or delivered to local banks when such delivery is authorized by employees. A statement of deductions for income tax, federal social security (O.A.S.I.), teacher retirement, optional retirement (deduction or reduction) or employee retirement and group insurance plans accompanies each check and should be retained in the employee's personal files.

Hourly paid employees of the University are covered by the Fair Labor Standards Act. Such employees receive their wage payments on a bi-weekly basis. Any employee who wishes further information concerning salaries and wages should discuss the matter with the department or division head who may wish to refer the employee to the University Central Payroll Office or the Personnel Department for clarification of detail.

### Holidays (PPM 2.4.9)

The state of Texas authorizes certain legal holidays for all state employees, but provides that educational institutions may adjust the actual observance of these

holidays to permit most efficient operation. An official University holiday schedule is published in September of each year.

All employees of The Texas A&M University System including hourly and part-time employees are entitled to holiday pay without regard for the employee's length of service.

Certain staff members, particularly those employed in auxiliary activities, may not be able to observe all holidays. It is a condition of their employment that in those cases in which it is necessary to keep an activity in operation during a holiday, an adequate number of the staff must be present for that purpose. Any employee who is eligible for a holiday with pay but who is required to work on that holiday will be entitled to appropriate compensating time off with pay to be taken on such day as may be mutually agreed upon by the employee and the supervisor.

**Vacations (Annual Leave) (PPM 2.4.10)**

Vacation time accrues only to those employees of The Texas A&M University System who are on 12-month, full-time budgeted appointments. Members of the faculty and staff on nine-month full-time or ten and one-half month budgeted appointments are not so considered even though they may be employed by another part or the same part of the System for the remaining portion of the year.

| Employees with total state employment of: | Hours/Month | Maximum carried forward year to year |
|---|---|---|
| 0-less than 2 | 7 | 168 |
| 2-less than 5 | 8 | 168 |
| 5-less than 10 | 9 | 168 |
| 10-less than 15 | 10 | 240 |
| 15-less than 20 | 12 | 240 |
| 20 and over | 14 | 336 |

Vacations with pay may not be granted until the employee has had continuous employment with the state for six months, but credit will be accrued during that time.

As a matter of general policy, vacations are expected to be taken in the fiscal year in which time is earned. However, it is not required that the total vacation be taken at one time.

All personnel are expected to give consideration to maintaining efficient operation of The Texas A&M University System when scheduling their vacations and should arrange vacation schedules with the head of their department in advance of the anticipated vacation date. Any faculty or staff member scheduling their annual leave at a time coinciding with the termination of employment by the University, should consult the Personnel Department concerning current University policy governing such a situation.

**Leave of Absense (Other Than Annual Leave)**

***With Pay.*** All requests for leave of absence with pay other than annual vacation, earned sick leave, military training, jury duty, and emergency funeral leave, will be submitted to the President of the System for final action.

***Without Pay (PPM 2.4.11.3).*** Chief executive officers of System parts or their designees may approve leaves of absence without pay for 30 calendar days or less. Requests for leaves of absence without pay for more than 30 calendar days will be submitted to the President of the System for final action.

***Emergency Leave of Absence.*** An emergency leave with pay shall be granted upon request to an employee because of the death of the employee's spouse, child, parent, brother, sister, grandparent, grandchild, father-in-law, and mother-in-law. The Chief Executive Officer of each part of the System may make a determination on other reasons for emergency leaves and may grant an emergency leave with pay when the officer determines the employee shows good cause for such leave.

Chief Executive Officers of each part of the System, or their designees, are authorized to approve leave with pay not to exceed five working days for each emergency. Such leave in excess of five working days must be approved by the President of the System. Emergency leave requests requiring approval of the President of the System shall be submitted through normal administrative channels.

***Sick Leave (PPM 2.4.11.1).*** All employees budgeted by name on a full-time basis for four and one-half continuous months or more shall accumulate sick leave entitlement at the rate of one working day for each month or fraction of a month employment without maximum, and unused sick leave will be carried forward at the end of each fiscal year. Chief executive officers or their designees are authorized to approve sick leave, not to exceed the accumulated sick leave entitlement. Each employee is required to submit a sick leave application which includes a brief statement of the nature of the illness. Unearned sick leave should be granted only to employees who have completed 10 years of service with the System.

***For Military Training (PPM 2.4.11.4).*** All employees of The Texas A&M University System shall be granted military leave of absence from their respective duties for training purposes without loss of time, efficiency rating, vacation, or salary for those days for which the leave was approved. Such military leave is not to exceed 15 working days in any one calendar year; however, the days need not be consecutive.

***For Active Military Service Called by the Governor of Texas (National Guard Duty) (PPM 2.4.11.9).*** A leave of absence with full pay shall be provided any employee who is called to active duty with the National Guard by the Governor of Texas. Such leave shall in no way be charged against the employee's vacation or sick leave privileges.

***For Active Military Service (PPM 2.4.11.5).*** The Texas A&M University System authorizes leave of absence without pay for any employee, other than a temporary employee, entering military service. Requests for such military leaves or for extensions of the individual's active duty order should be attached.

Leaves of absence for members of the faculty or staff of the University for other government service ("defense position") are considered by the University on the basis of the individual merit of each case. Requests for such leaves should be presented through channels to the President.

***For Foreign Service (PPM 2.4.11.6).*** Members of the faculty or staff who are considering foreign service through the Office of International Programs of Texas A&M University may be granted one-year leaves of absence for such service, with the privilege of requesting extensions of such leaves on a year-to-year basis.

Requests for such leaves of absence should be initiated by the faculty or staff member at the departmental level, and the request will be forwarded through normal University channels to the President for approval. Necessary forms are available in the various departments.

Members of the faculty or staff granted leaves of absence for foreign service through the Office of International Programs continue all aspects of their status as University employees and lose no seniority, opportunity for advancement, or pay raises while on foreign service duty.

***To Attend Conferences and Professional Meetings (PPM 2.4.11.7).*** It is the policy of the University to grant permission to members of the faculty or staff to attend conferences and professional meetings when it is felt that such attendance will enhance the prestige of the University and will contribute to the professional development of the individual and to the advancement of knowledge within the professional field.

Requests for such permission should be initiated by the faculty or staff members at the departmental level. If approved by the department head or division, such requests are forwarded through normal channels to the President for action. Form FD 3081-1, available through the Stores Department, will be used to request absence to attend conferences and professional meetings.

Absence from the campus under these circumstances is not considered as a leave of absence, but rather as a part of the individual's regular University activities.

***For Maternity (PPM 2.4.11.8).*** Any employee budgeted by name on a full-time basis for four and one-half continuous months or more who becomes pregnant, may elect to take maternity leave. If the employee elects to take maternity leave, written application must be made accompanied by a written statement from the physician, suggesting an appropriate time for the leave to begin.

Maternity leave status will be without pay, and may begin at the expiration of all accrued vacation and sick leave in conjunction with hospital confinement and

recuperation. The employee must apply for reinstatement from maternity leave within 30 days after the termination of pregnancy. The date the employee may return to work will be determined by a written statement from the physician.

An employee returning from maternity leave status will be offered the previous position, if vacant; otherwise, a similar position with at least equal pay and status, must be offered, not necessarily in the same office or department. Because individual departments are assigned the authority to establish positions or hold positions open, they likewise must retain the responsibility for insuring an employee's job upon return from maternity leave.

**Social Security (O.A.S.I.) (PPM 2.4.2)**

Most employees of The Texas A&M University System are subject to the provisions of federal old age and survivor insurance under a special act of the legislature providing for contributions similar to those contributed for employees of private agencies. System employees receive the same retirement, survivor, disability, and death benefits as are provided by O.A.S.I. for any person participating in the Social Security program.

Any administrator or employee of the System desiring detailed information concerning contributions, benefits or other information on the Social Security program is requested to call upon the nearest Social Security Office. Federal law prohibits release of personal information to any but the individual concerned. The Personnel Department will assist any employee upon request.

**Required Group Life Insurance (PPM 2.4.6.1)**

A plan of Group Life Insurance has been provided as a protection for all employees who are budgeted by name on a full-time basis for four and one-half continuous months or more. Participation in this plan is a condition of employment.

**Optional Group Insurance Programs (PPM 2.4.6.2 and 2.4.6.5)**

The Texas A&M University System provides for its employees a number of Optional Group Insurance programs including Group Optional Life Insurance, Group Comprehensive Medical Insurance, Group Accidental Death and Dismemberment Insurance, and Group Long Term Disability Income Insurance. Cost of participation and benefits available are described in booklets available at the Personnel Department which administers these programs. The Texas A&M University System contributes monthly toward the cost of the Group Comprehensive Medical Insurance and/or Group Accidental Death and Dismemberment Insurance and/or Long Term Disability Income Insurance. Employees are urged to seek the assistance of the Personnel Department on matters involving the group insurance programs.

**Workmen's Compensation Insurance Programs (PPM 2.4.6.6)**

All employees of The Texas A&M University System are covered by workmen's compensation insurance at no cost to the employee. Workmen's compen-

sation insurance provided by The Texas A&M University System follows the general law of Texas regarding protection available to participants. Benefits include provisions for medicines, medical care, hospitalization, and surgery necessary for recovery from injuries sustained during the course of employment and compensation for time lost from employment due to disabling injuries. Benefits for death and specific disabilities due to injuries incurred during the course of employment are provided also.

Full details concerning eligibility for benefits under workmen's compensation insurance and assistance in applying for such benefits may be obtained from the Employee Benefit section of the Personnel Department.

**Unemployment Compensation (PPM 2.4.6.7)**

Texas A&M University System employees are covered by the Texas Unemployment Compensation Act. This enables The Texas A&M University System to offer its employees unemployment compensation benefits equivalent to those offered in industry. Any questions concerning unemployment compensation benefits and claims should be directed to the Personnel Department.

**Retirement (PPM 2.4.3 - 2.4.5 and 2.4.8)**

***Retirement Policies.*** Participation in the Texas Teacher Retirement System is a condition of employment for members of the faculty and staff. However, full-time nonclassified employees may elect to participate in the Optional Retirement Program in lieu of the Texas Teacher Retirement System.

An individual's employment with the University is at all times predicated upon the abilities, mental and physical, to perform satisfactory services in the particular assignment.

It is the policy of the Board of Regents that employees of the University (other than those paid hourly) be retired at the end of the fiscal year in which they attain their 65th birthday; that no employee be retained in an administrative position beyond the fiscal year of the 65th birthday; and that no individual be employed beyond the fiscal year of the 70th birthday.

Any recommendation for extension of employment (either part-time or full-time) beyond the fiscal year in which the employee reaches 65 must be initiated by the employing department through the proper administrative officers at budget-making time each year, for the review and approval of the Board of Regents. Thus such employment is considered, approved, and budgeted in the same manner as other appointments, and the employee's approved employment status is reflected in the annual operating budget.

Members of the faculty and staff on part-time appointments are paid at rates commensurate with their abilities and the time they devote to part-time work. However, the rate of pay for any member of the faculty or staff on a part-time appointment may not exceed the proportional annual salary rate for that person in the fiscal year immediately preceding that during which part-time service begins. The basic salary rate for personnel of the University on part-time

appointments may be adjusted in conformity with any general adjustment of salaries.

These rulings do not apply to individuals above the specified ages who are employed by or through the University for special assignments outside the United States.

It is suggested that as members of the faculty or staff of the University approach the age of 65, they familiarize themselves with current rulings concerning retirement and modified service. Detailed information may be obtained through the Personnel Department. This department may be of assistance to members of the faculty or staff who plan to retire from active service in providing them with the various forms incidental to retirement, and in arranging for the modification of their Group Life Insurance and of their Group Hospitalization Insurance.

***Teacher Retirement System of Texas (PPM 2.4.3, 2.4.3.1 and 2.4.5).*** All regular and full-time employees of The Texas A&M University System, including graduate assistants, are required by law to participate in the State Teachers Retirement System. However, nonclassified, full-time budgeted employees may elect the Optional Retirement Program in lieu of the Teacher Retirement System.

Under the Teacher Retirement System, The Texas A&M University System deducts in monthly installments, a total of six percent of the annual salary (up to a maximum of $25,000) of each member, plus a $5 annual membership fee. The state of Texas matches the monthly contribution with a like amount. The deduction is deposited to the credit of the individual in the state retirement fund. Interest is credited annually to the individual member's account.

The Teacher Retirement System provides three basic benefits to its participants. These are Survivor and Death Benefits, Disability Benefits, and Retirement Benefits. Detailed information concerning the various benefits and plans available can be obtained from the Employee Benefit section of the Personnel Department. An individual contemplating retirement or the survivors of any System employee, are urged to seek the assistance of the Personnel Department in obtaining benefits under this retirement system.

***Optional Retirement Program (PPM 2.4.3 and 2.4.5).*** All full-time, nonclassified employees of The Texas A&M University System appointed on or after May 1, 1969, and otherwise eligible, may elect to participate in the Optional Retirement Program in lieu of the State Teacher Retirement System.

Under the Optional Retirement Program, the System either deducts or reduces, in monthly installments a total of six percent of the annual salary (up to a maximum of $25,000) of each participant. The state of Texas matches the monthly contributions. These funds are then deposited to the credit of the participant with any authorized insurance company designated by the participant.

The deposits credited to a participant under the Optional Retirement Program are used to produce benefits under a fixed and/or variable annuity plan.

Detailed information pertaining to the Optional Retirement Program may be obtained from the Employee Benefit section of the Personnel Department. Any person contemplating retirement, or the survivors of any System employee, are urged to seek the assistance of the Personnel Department in obtaining benefits under the Optional Retirement Program.

***Retirement Planning (PPM 2.4.3.1).*** Persons contemplating retirement under either the Teacher Retirement System of Texas or the Optional Retirement Program should contact the Employee Benefit section of the Personnel Department at least 90 days in advance of their anticipated retirement date, so that appropriate advanced preparations can be completed.

***Refunds of Retirement Deposits (PPM 2.4.3.3).*** Individuals, who because of a change in occupation become ineligible to participate in the Teacher Retirement System, may request a refund of their retirement deposits, plus interest, in accordance with Texas law covering such situations. For assistance in securing a refund, individuals should contact the Payroll Services Office.

Faculty and staff participating in the Optional Retirement Program, who, because of a change in occupation become ineligible to participate in the Optional Retirement Program, are encouraged to seek the assistance of the Employee Benefit section of the Personnel Department in the disposition of their accumulated funds under the Optional Retirement Program.

**Tax Deferred Annuity Program (PPM 2.4.7)**

The Texas A&M University System provides members of the faculty and staff the opportunity to participate in the Tax Deferred Annuity Program available to all budgeted System personnel.

Briefly, this program allows any budgeted member of the faculty and staff of the System to request of the appropriate payroll services office a reduction in salary in an amount to be determined by the faculty or staff member, but not to exceed approximately 20 percent of salary. For those who elect such reduction in their salaries, the payroll office is authorized to apply for individual/group nonforfeitable annuity contract(s) and to purchase such contract(s) for the benefit of the faculty or staff member in the amount of the agreed reduction in salary.

Each faculty and staff member is authorized to select the company or companies from which his nonforfeitable annuity contract(s) will be purchased. Participation in this Tax Deferred Annuity Program is entirely voluntary. Further details may be obtained from the Employee Benefit section of the Personnel Department.

**Deferred Compensation Program (PPM 2.4.6.9)**

Under this program, the Texas State Comptroller of Public Accounts is authorized to enter into contractual agreements with System employees on behalf of the state to defer any portion of the employee's compensation. This program is voluntary and in addition to the Texas Teacher Retirement System, the Optional Retirement Program, and the Tax Deferred Annuity Program. The

program allows any faculty or staff member to reduce current earnings thereby reducing current taxable income. Proceeds of the salary reduction are deposited by the comptroller with an insurance company in an investment contract selected by the faculty and staff member from among the contracts being offered by approved companies. Contracts offered are Life Insurance, Fixed and/or Variable Annuities, and Mutual Funds with proceeds payable for normal, early, and postponed retirement, death, or termination of employment with the state.

After existing salary reductions such as Social Security, Retirement, and Group Insurance programs, there would be virtually no limit to the amount the faculty and staff member may elect to contribute to this program. It is advisable that faculty and staff members currently participating in other Tax Deferred Annuity programs consult with a qualified income tax authority before electing participation in this plan. Employee counseling responsibilities for this program are relegated to licensed agents of the approved companies. Annual enrollments are conducted during November of each year.

**Study Opportunities (PPM 2.3.1.15)**

Members of the faculty and staff are encouraged to pursue study either in the University or elsewhere. However, although they may enroll for graduate work, members of the resident staff of The Texas A&M University System above the rank of assistant professor, or its equivalent, will not be granted a master's degree or the doctoral degree by Texas A&M University, nor will a degree be awarded to a tenured member of the faculty.

By arrangment with the head of the department or division, a member of the University faculty carrying a full teaching load or a full-time member of the staff may take as many as four hours of study each semester. During the summer, or during any semester when they are not employed, members of the faculty may take a full schedule of graduate work. In addition, those members of both the faculty and staff on 12-month appointments may schedule four hours of study during the summer session. An instructor on the University faculty wishing to proceed more rapidly may, with the permission of the department head, accept a part-time appointment, permitting a proportionate increase in the graduate study hours scheduled.

All regular full-time, budgeted employees must work a minimum of 40 hours a week. Time to attend class, not to exceed four credit hours in any one semester or 12-week summer session, may be allowed provided arrangements can be made with the employee's supervisor for making up the time. A letter of authorization from the supervisor must be filed with the dean of the college or director of any other organization where the employee works. Permission for a regular, full-time employee to attend class must be considered a privilege to be granted only if it in no way interferes with the work of the organization.

Faculty or staff wishing to audit courses may do so by permission of the head of their department if such activities do not interfere with the schedule of work, or, in the case of the staff, with any of the regulations governing advanced study by staff members.

Short courses held on the University campus each year enable members of the faculty and staff, as their time permits, to exchange ideas with representatives of business, industry, and agriculture, and to study mutual problems. Faculty and staff members are welcomed at short course sessions, and normally may attend session meetings at no cost.

## TERMINATION OF EMPLOYMENT (PPM 2.3.3.1, Attachment A)

At the time of termination of employment by the University, whether by resignation or for any other reason, the faculty or staff member should cooperate with the department head and the Personnel Department in assuring that the necessary forms involved are properly executed. Prompt completion of these forms will assure that the employee's final salary check can be released; that credits in the Texas Teacher Retirement System or contributions under the Optional Retirement Program are up to date; that O.A.S.I. (Social Security) records are in order; and that the federal income tax withholding statement (W-2) is mailed to the correct address.

## COMPLAINT AND GRIEVANCE PROCEDURE (PPM 2.3.3.2)

### Faculty

Any member of the University faculty who feels himself aggrieved has the right to appeal. All appeals must be in writing, and must be forwarded through normal administrative channels to the President for consideration.

### Non-faculty Employees

If a non-faculty employee has a complaint that cannot be resolved through informal discussions with the supervisor, a request may be made for assistance from the Personnel Department staff in presenting the complaint to the Employee Complaint and Grievance Committee.

# STUDENTS

The relationships between faculty, staff, and students are more than just classroom exposure. Faculty and staff members come in contact with students in varied situations and formal and informal roles. The following basic policy statement outlines steps to govern student life.

## BASIC POLICY

(1) When a student enrolls at Texas A&M University, the University and the student enter upon a contractual type arrangement. One of the basic postulates of this arrangement is that the University accepts responsibilities for providing a clear understanding of the academic requirements which the student will be required to meet for a degree and for assuring the student of an atmosphere in which to learn to develop intellectually, including the existence of an effective living and learning environment. The conditions which apply to the courses of study, degree requirements, and other academic requirements which the student is required to meet are generally set forth in writing as usually found in the ***University Catalog*** and/or the ***University Regulations***.

(2) The University has the responsibility for determining and promulgating the rules and regulations which pertain thereto, including standards of admission and supervision of its students — so long as these are not outside the legal limits allowed the administrators of the University. The University has the right to determine when its rules are broken, and the subsequent course of action compatible with the law of the land. By enrolling in Texas A&M University, the student necessarily accepts the responsibility of compliance with the institution's rules and regulations, and he is expected at all times to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of his time toward an education.

(3) Every student has the right to all the advantages, prestige, and honors accruing to a student of this University. Rights guaranteed under the Constitution of the United States, the right of respect for personal feelings, the right of freedom from indignity of any type, the right of freedom from control by any persons except as may be in accord with published rules and regulations of the University, the right to pursue an education, and the right to receive a degree, or certificate, for the successful completion thereof are all afforded each student of Texas A&M University.

(4) It shall be the duty of every person employed by this institution to conform to this policy; to cooperate with all agencies of the University and with the student body, individually and collectively, in carrying out its provisions. Personal responsibility in this respect will be primary.

## UNIVERSITY REGULATIONS

Detailed regulations governing academic and student life and faculty-staff-student relationships are published each year in the booklet ***University Regulations***, published by the Vice President for Student Services. Copies of ***University Regulations*** are provided to faculty and staff by their department or division. Faculty and staff members should be familiar with the provisions of ***University Regulations***.

***University Regulations*** covers in detail most phases of faculty-staff-student relationships under the broad headings "Academic Regulations" and "Student Life Regulations." "Academic Regulations" concern such matters as registration procedures and restrictions, class attendance, grades and grading, examinations, probation, and degree requirements. "Student Life Regulations" concern such matters as the disciplinary code of the University and its enforcement, resident requirements, "off-campus" and special student activities, house rules for students, and student organization regulations.

Faculty or staff who do not have a copy of this publication may obtain the current issue through the departmental office, or through the Student Affairs Office.

## TUTORING

Faculty or staff may not accept pay for tutoring or coaching any registered student of the University, except by advance written approval from the dean of the college in which the faculty or staff member is employed. Members of the faculty are not ordinarily granted permission to tutor students in a subject offered by the department in which they are employed.

## STUDENT COUNSELING SERVICES

### Academic Counseling

The Academic Counseling Center functions as a service organization by providing testing, counseling, and guidance services to students and related consultative services to the faculty and staff. Specifically, the center maintains the following services:

Administering tests for admission, placement, scholarship competition, individual and group guidance, and for special purposes as aptitude, achievement, interest, and personality measures;

Serving as a depository for placement or entrance tests, including those administered elsewhere but accepted by the University;

Conducting institutional research on students' characteristics;

Providing diagnostic services to students both individually and in groups on problems related to the psychology of learning; and

Providing specialized counseling in vocational and educational problems.

Another means of counseling open to the student is through their academic advisers. Academic advisers are assigned to every student by each academic department. The adviser's responsibility is to guide the student in planning curricula. The number of students assigned a faculty member varies.

**Personal Counseling Service**

The Personal Counseling Service, a segment of the Division of Student Services, assists students with concerns effecting their progress at the University or personal effectiveness. The staff of trained and experienced counseling psychologists helps students to explore their concerns and make decisions.

Types of counseling services provided are:

*Personal-Social Counseling* — deals with concerns about oneself and the way one relates to other people; discussing values, beliefs, and actions that are of concern to the student.

*Marriage and Family Counseling* — pre-marital, marriage, family, child, and divorce counseling.

*Counseling on Human Sexuality* — provides educational information about family planning, communicable diseases and sexual development for both men and women. This service is provided in cooperation with the University's Health Service.

*Group Counseling* — group experiences periodically offered include personal growth groups and career exploration groups.

*Career Counseling* — learning about one's interests, abilities, personality, and various career opportunities for the purpose of making satisfying vocational plans.

*Information Library* — up-to-date and comprehensive library of career information available for the student's use.

*Test Interpretation* — interest, personality, aptitude and intelligence tests are interpreted by the counseling psychologists to assist students with career planning.

*Referral Resource* — referral to other specialized services found within the University and the surrounding geographic area.

**General Counseling**

The Office of Student Financial Aid (PPM 7.8) counsels with students, parents, and other interested persons on financial aid problems. Aid programs available from University resources are administered on an individual basis, according to the particular circumstances of each applicant. The purpose of the programs is to assist all students with financial need to meet their educational costs while attending this University.

The Office of Placement and Corporate Support (PPM 7.7) offers placement service to graduating students in all departments and divisions, and similar service to all alumni. This function involves wide contact with prospective

employers, participation in industrial relations and personnel groups, and individual and group counseling by the director of the office.

## LOCATING STUDENTS

The most direct method to locate an enrolled student of the University is to consult the current ***Texas A&M University Directory***, available in all departmental and divisional offices. In cases of emergency, students may be located through the University Housing Office or the University Police. When necessary, the Student Locating Service will send a messenger to locate any regularly enrolled student and deliver emergency messages.

# THE UNIVERSITY LIBRARIES

The University's libraries offer over one million books, journals, periodicals, technical reports, and other materials. The libraries are housed in several locations across the campus, but the main collection is located in the Sterling C. Evans Library.

## STERLING C. EVANS LIBRARY

The Sterling C. Evans Library houses over 850,000 volumes in print and 650,000 units in microformat, and has a seating capacity for 2,000 readers. The four-story structure is located near the center of campus. There are 150 carrels for use by faculty members engaged in extensive use and regular use of library materials. An "open stack" arrangement allows free access to all materials except those in the special collections area. Tables are interspersed among shelving to provide study space in all areas.

## USE OF THE LIBRARY

Faculty and staff members may use the libraries by obtaining a library card at the main circulation desk on the first floor. Books may be used in the building or, if designated for circulation, may be checked out.

Periodicals, rare books, reserved books, microfilm, and reference books are not permitted out of the library except by special arrangements with the librarian.

The main card catalog is located on the first floor of the library with the materials indexed by title, author and subject. Access to special documents is through the printed indexes located on the second floor.

## RENEWAL POLICY

A checked out book turned in late will not cause a fine unless the book has been placed on hold by another user, a hold notice has been issued and the book has not been returned. All lost books are subject to fines totaling the book's value plus a $5 processing fee.

## THE COLLECTION

The library is constantly expanding to meet the broadened role of the University. The general collections are organized for use on the subject division plan with a Humanities Division (first floor), Government Documents Division (second floor), Social Science Division (third floor), and Science and Technology Division (fourth floor). Reference material pertinent to the subject matter is available in each of these areas, and a general reference desk is maintained in the basic collection.

Over 13,000 serial titles are received currently as well as 180 state, national, and foreign newspapers. The library is also a depository for selected federal documents. Deposits also are maintained for the unclassified reports of the Atomic Energy Commission and the National Aeronautics and Space Administration.

Special collections consisting of several thousand rare books on many and varied disciplines are located on the third floor, along with the University Archives which contains inactive records of the University, subdivisions and departments, as well as manuscript collections of individuals, organizations, and companies.

## FACULTY STUDIES

Individual closed-study carrels are available on the second, third and fourth floors for assignments to full-time faculty members on a semester basis. Applications for these carrels should be made in the office of the Director of Libraries.

## SPECIAL SERVICES

Through the Interlibrary Services, a faculty or staff member can request material which is not available here. Persons interested in this service should contact the Interlibrary Services Office near the card catalog on the first floor. Faculty and staff also have access to the nearly three million volumes held by the Center for Research Libraries in Chicago. Information on these materials can be requested through the Interlibrary Services Office.

A reserve reading room is maintained on the first floor where faculty members may place books on reserve for use by students. Books placed in the reserve room have restricted circulation. Lists of books to be placed on reserve should be sent to the reserve books librarian as early as possible. Forms for submitting these lists can be obtained in the reserve room.

The library also provides orientation lectures or tours for classes or individuals. The lecture or tour can be tailored to any subject matter. Arrangements may be made by contacting the director's office.

Photocopy service from both standard library materials and transparent microfilm also is available.

## SCHEDULE

The library observes the following schedule while classes are in session:

| | |
|---|---|
| *Monday-Friday* | *7:30 a.m. - 2 a.m.* |
| *Saturday* | *8:00 a.m. - 7 p.m.* |
| *Sunday* | *1:00 p.m. -12 midnight* |

Holiday and intersession schedules are posted on the library doors in advance.

## VETERINARY LIBRARY

A branch library is maintained for the College of Veterinary Medicine on the first floor of the Veterinary Medicine Administration building. Over 23,000 cataloged volumes are contained in the Veterinary Medicine Library and they are all listed in the main library's card catalog. Faculty and staff members may use the Veterinary Medicine Library. Regular hours are:

| | |
|---|---|
| *Monday-Thursday* | *8 a.m.-10 p.m.* |
| *Friday* | *8 a.m.- 6 p.m.* |
| *Saturday* | *8 a.m.-12 noon* |
| *Sunday* | *6 p.m.-10 p.m.* |

## MOODY COLLEGE OF MARINE SCIENCES AND MARITIME RESOURCES LIBRARY

The Moody College of Marine Sciences and Maritime Resources has accelerated its library acquisitions. To supplement its specialized holdings, an overnight delivery service is maintained by teletype with Texas A&M University's library in College Station.

## OTHER LIBRARIES

Many departments maintain working collections of books and periodicals for use within the departments. Some of the collections are large and well organized; others are small but well chosen. Use of these libraries is controlled by the departments concerned.

# SERVICES AND FACILITIES

The University provides a number of general services and facilities for the use of faculty and staff members. This section describes the most widely used of the available services and facilities.

## UNIVERSITY NEWS SERVICE

The University News Service is responsible for the collection and production of news items for newspapers and the news media. The University News Service prepares and releases University news to local, state, and national news media, and publishes a bi-monthly information bulletin, ***Texas A&M University Today.*** A newsletter for faculty and staff, ***Fortnightly,*** is published by University News and is distributed on alternate Fridays to all departmental and divisional offices on campus. Additionally, a newsletter, primarily for staff members, ***Personnel News,*** is distributed eight times each year.

Besides general informational services, the University News Service supplies information for feature stories and pictures on the role of Texas A&M University in higher education and research in Texas, the southwest, and the nation.

**Photographic and Visual Aids** (PVA) comes under the supervision of University News. PVA provides visual aids and photographic assistance to campus units.

## EDUCATIONAL INFORMATION SERVICES

Educational Information Services (EIS) is responsible for coordinating the communications effort of the University's units and reviews, approves, and coordinates all printed materials of a promotional nature for Texas A&M and parts of the System headquartered on the College Station campus. EIS provides assistance to faculty and staff with preparation and publication of educational informational materials and coordination of public events sponsored by or held at the University. EIS is staffed with editorial and graphics design departments that assist with the preparation and design of communications material. Guidelines for preparation of various types of publications are available from EIS.

The University's **Educational Television Program** (ETV) comes under the direction of EIS. ETV operates KAMU-TV (Channel 15), a Public Broadcasting System station licensed to the University. A full range of television production and engineering equipment, available both in the new ETV building and a mobile van, provides capabilities for instructional programming and a variety of broadcast services.

The **Media Production Center** also comes under the supervision of EIS and provides support to faculty and staff to improve their teaching quality through

the use of audio-visual aids. Services available include transparency production, slide production, audio-tape production, and consultative services.

## DATA PROCESSING CENTER

The Data Processing Center (DPC) is a centralized computing facility that provides computer and data processing services to the University, other universities, and state agencies. The DPC is designed to accommodate the academic, research, and administrative needs of the University.

The Data Processing Center supports three remote computing centers on the campus. The Remote Computing Center located in the Cushing Building is designated for use by undergraduates. The Teague Computing Center is for use by graduate students, faculty, and staff members. The third center, the Zachry Computing Center, is intended for use by faculty, staff and students.

The DPC houses an IBM 360/65 computer, an IBM 370/145 computer, a PDP 11/20 mini-computer, and a COMTEN 3670-01 Communications Control Unit which handles data communications between remote terminal users and the main computers. The computer languages supported by DPC include FORTRAN, WATFIV, WATBOL, SPASM, ASSIST, COBOL, APL, ALGOL, PL/1, and SNOBOL. System 2,000 and the IBM Information Management System (IMS) are available. The DPC will continue to add language systems whenever requested by users.

Users of the computer services pay current Data Processing Center prices.

## PRINTING CENTER

Professional printing facilities are provided by the Printing Center. Modern equipment including electronic photo typesetting and four color processes are available. The Printing Center assists departments and divisions of the University in the reproduction of pamphlets, brochures, books, newspapers, and various other printed materials. Additionally, the Printing Center provides printing purchasing assistance for materials being printed off-campus.

## TEXAS A&M COPY CENTER

Quick copy service on a cash basis is available to all students, faculty and staff at the Texas A&M Copy Center. While-you-wait service is available for orders of 200 copies or less (one-sided).

## PURCHASING AND STORES

All purchases of goods and services for University departments and divisions are handled through Purchasing. Purchase requisitions and vouchers must be filed for any article or service purchased or charged to a University account.

Stores keeps large quantities of office supplies and equipment in stock for University use. Most departments and divisions of the University have an account with Stores and all charges are billed to the departments on a monthly basis.

## POSTAL FACILITIES

### Faculty and Campus Mail (PPM 7.3)

The University maintains the Campus Faculty Exchange with messenger service for scheduled collection and delivery of mail to the departments and divisions of the University. Interdepartmental mail requires no stamp, and should be mailed in the official "campus mail" envelopes. Official University business mail destined for off-campus locations should be designated as such and will be metered at the Faculty Mail Office.

A bulk mailing service is provided for distribution of general intra-campus notices, bulletins, etc. Mail should be designated general campus or marked for one of the mailing lists provided in the Policy and Procedures Manual section.

### U. S. Mail Facilities

For personal mail services, the U.S. Post Office is located at the North Gate of the campus or on the first floor of the Memorial Student Center. Personal post office boxes may be obtained.

## UNIVERSITY POLICE DEPARTMENT (PPM 7.6)

The University Police Department is responsible for the protection of all property under the jurisdiction of Texas A&M University, and for the enforcement of all state laws and University regulations. The personnel are carefully selected and trained to carry out their duties. The University Police also serve as a local police force, charged with on-campus protection of persons and property of all University personnel.

All automobiles, other motor vehicles and/or bicycles operated on the campus by faculty, staff, or students should be registered at the University Police Department within 48 hours after bringing them on campus. At the time of registration, copies of the traffic parking regulations and an identification sticker will be issued. An annual fee for on-campus parking is charged each faculty and staff member.

In addition to their regular duties, the University Police serve as a "lost and found", conduct safety meetings, sponsor drug discussions, and engage in other educational activities.

## A. P. BEUTEL HEALTH CENTER (PPM 7.5)

The modern Student Health Center provides a clinic for out-patient service and bed space for 44 in-patients. The medical staff consists of general practition-

ers and consulting specialists in surgery, orthopedics, urology, gynecology, and clinical psychology. The facilities include physical therapy, and modern laboratory and X-ray departments.

The health center conducts physicals for workmen's compensation insurance required for all University employees coordinated through the Personnel Department.

## PERSONNEL DEPARTMENT (PPM 2.1)

The Personnel Department handles all nonacademic applications for employment. Any faculty of staff member desiring to fill a vacancy or obtain personnel information should contact the Personnel Department.

## HOUSING OFFICE (PPM 7.11)

The Housing Office primarily assists students in obtaining University-owned dormitory housing. The Housing Office also maintains a Student Locater Service with names, addresses, and telephone numbers of currently enrolled students.

## STUDENT "Y" ASSOCIATION

The Student "Y" Association maintains a file of privately-owned rent property, including rooms, apartments and houses, that owners have listed. This file is open to faculty and staff members desiring housing in the area. City maps are available from this office.

## DEPARTMENT OF PHYSICAL PLANT (PPM 5)

The Department of Physical Plant of the University is responsible for the overall operation and maintenance of all University buildings, equipment, and grounds.

Administrative personnel concerned with research activities may wish to make special arrangements with the Department of Physical Plant to undertake the maintenance of their research facilities, and may allocate funds for this purpose. Faculty and staff members desiring any service of the Department of Physical Plant should request these services in accordance with the Policy and Procedures Manual.

Among the services of the Physical Plant are building maintenance; custodial service, fire prevention and protection; sanitation; CENTREX telephone operation; and transportation services. The Physical Plant also should be consulted in the planning and building of new facilities.

## FOOD FACILITIES

The Department of Food Services operates dining facilities at several on-campus locations and at the Texas A&M Research Annex. Faculty and staff may

dine at any of the following locations: the Tower Dining Room in the J. Earl Rudder Center Tower, the new Memorial Student Center Cafeteria and snack bar, and Krueger-Dunn Cafeteria and Snack Bar. These facilities operate on a cash basis and are available to faculty, staff and guests. Special events such as luncheons, banquets and buffets may be catered by the Deparment of Food Services.

The Texas A&M University Creamery offers fresh dairy products such as ice cream, milk, eggs and cheese. Frozen meats from the meat laboratory are available and may be ordered through the Creamery.

## UNIVERSITY CENTER

The University Center complex consists of the Memorial Student Center, the Rudder Theater Complex, and the J. Earl Rudder Center Tower.

### Memorial Student Center (PPM 7.9)

The Memorial Student Center, popularly known as the MSC, serves as the campus center for extra-curricular and co-curricular activity. The MSC provides many services and facilities to students, faculty, staff, and visitors and offers accommodations such as guest rooms, cafeteria, gift shop, University Bookstore, U.S. Post Office, travel services, banquet rooms and meeting rooms.

The Student Programs Office serves as the gathering place for many campus and student organizations. Offices of the MSC Council and Directorate, Student Government, Residence Hall Association, and the Student "Y" Association are located in the Student Programs Office. The student center programs for the social and cultural life of the campus include concerts, fine arts exhibits, forums, lectures, films, games, tournaments, dances, coffeehouse entertainment, Free University non-credit classes, craft workshops, and outdoor recreational activities.

Available recreational facilities in the MSC include eight bowling lanes, billiard and table tennis tables, music rooms, dark rooms, an arts and crafts center, and a variety of lounges.

The Office of the Former Students Association, one of the largest alumni groups in the nation, is located in the MSC.

### J. Earl Rudder Center Tower

The 12-story Rudder Tower was designed to accommodate the expanding continuing education program of Texas A&M University. The Rudder Tower contains a second floor registration lobby and five floors of meeting rooms which hold varying numbers of conferees.

The Tower Dining Room serves faculty, staff, students, and visitors, and offers a panoramic view of the University campus. Also located in the Tower is the Information Center designed to acquaint prospective students and visitors with the University. Tickets for on-campus events are sold at the ticket office also located in the Rudder Tower.

### Rudder Theater Complex

The Rudder Theater Complex houses the 2,500-seat auditorium, the 750-seat theater, the 250-seat forum, and a 10,500-square foot exhibit hall. These facilities were designed to accommodate all types of productions, conferences, exhibits, and screen shows, and are equipped with up-to-date sound and lighting systems.

The Opera and Performing Arts Society (OPAS) is part of the Town Hall Committee of the University and is supported by the Arts Council of the Brazos Valley. Its purpose is to bring to the Bryan-College Station community outstanding classical artists of national and international prestige. Individual performance or season tickets are available. Performances are held in the auditorium complex. Art exhibits and science exhibits, meetings of cultural, professional, and social groups, and banquets are held here.

### University Bookstore

The University Bookstore, located in the Memorial Student Center, consists of a book department, gift shop, and supplies section. The bookstore handles all textbooks required for academic courses at the University. Faculty members should special order classroom materials in advance of the semester in which they are to be used, to assure delivery. A variety of reference books and trade books are in stock. The University Bookstore also carries a large variety of bestselling paperbacks, and current magazines. Books not already in stock may be special ordered.

On the second level of the University Bookstore are the gift shop and the supplies department. Profits from the operation of the University Bookstore are used to support student activities.

## RECREATIONAL OPPORTUNITIES

All recreational facilities of the University and the community are available at all times to faculty and staff members, their families, and their guests.

The University also makes available at minimal cost the outdoor Olympic-type Wofford Cain swimming pool, along with other recreational facilities such as volleyball courts, tennis courts, picnic areas, and in indoor swimming pool.

For those who enjoy "spectator sports," the frequent home appearances of University athletic teams provide a wide variety of sporting events — football, basketball, swimming, cross country, golf, track, baseball, tennis — and the precision maneuvers of the Texas A&M University Marching Band.

The Texas A&M University Extramural Program provides student participation and skill development in a variety of sports activities. Sports competition between intramurals and intercollegiate athletics includes cricket, bowling, fencing, gymnastics, handball, judo, lacrosse, polo, rodeo, rugby, skeet and trap, soccer, volleyball, water polo, weightlifting, wrestling, tae kwon do, and isshinryu karate. The program is administered through the Office of Intramurals and Recreational Sports and is financed with student service fees. Participation

is open to any currently enrolled student and spectators are welcome at all events.

The women's athletics program at Texas A&M includes participation in eight intercollegiate sports — softball, volleyball, basketball, swimming, gymnastics, tennis, track and golf. Texas A&M is a chapter member in the Texas Association of Intercollegiate Athletics for Women (TAIAW) and the national association.

## LAUNDRY SERVICE

The Texas A&M Laundry provides all laundry services, excluding dry cleaning, to campus departments, faculty, staff and students. Due to the volume of clothing processed, the laundry provides this service at rates substantially below those charged by commercial cleaners.

## SHUTTLE BUS

The University contracts for shuttle bus service available to all faculty, staff and students. Use of the shuttle bus system for transportation to and from campus requires the purchase of either a semester pass or individual trip coupon, both of which can be purchased at the Fiscal office.

# GENERAL REGULATIONS

All large and complex organizations require certain restrictions and "rules of conduct." Every attempt to minimize specific requirements for and restrictions of the faculty and staff has been made by the University. The following sections present the most important of these guidelines, which adhere to the laws of the state of Texas. Faculty members should also be guided by the Policy on Academic Freedom, Responsibility, and Tenure.

## GENERAL STATEMENT

A member of the faculty or the staff of Texas A&M University enjoys the same general privileges, and is bound by the same general obligations as other citizens. A university holds a place of prestige in its community. The acts and utterances of individual faculty and staff members are sometimes interpreted as being sanctioned by the University or as representing its attitudes. Special care must be taken to avoid creating this impression.

1. A member of the faculty or staff of the University should not use an official title in connection with membership in any non-professional association or other organization in which the faculty member has personal membership.

2. On matters not within the special field of knowledge of a member of the faculty or staff of the University, that member should refrain from expressing personal opinions that might, because of the official position, incorrectly be thought to be based on information within the member's special field of knowledge.

3. A member of the faculty or staff of the University should refrain from criticizing publicly, by word or deed, decisions or policies of The Texas A&M University System or any of its parts before sending such criticisms in writing to the President of Texas A&M University, so that these criticisms might be sent through normal administrative channels to the Board of Regents for consideration.

## FINANCIAL POLICIES

The receipt and disbursement of funds are primarily administrative responsibilities and are processed in accordance with the provisions of state law and established University procedures. All administrative officials, therefore, are urged to familiarize themselves with Sections 3 and 4 of the Policy and Procedures Manual, which present detailed regulations concerning financial policy, the purchasing of supplies, and the sale of University-owned property.

Questions on procedure in any financial matter should be referred to the Fiscal Office of the University.

An employee of the University is not authorized to engage in any financial transaction involving University funds or property, or to receive or disburse any funds, unless he has received administrative permission to do so. It is required

that in all such activities, established University procedures and policies be rigidly adhered to.

## OFFICIAL COMMUNICATIONS (PPM 1.2.6)

All University employees should route official communications regarding University matters through the President, or in the event of news and information releases, the University News Service, for final approval. Business with the attorney general, other state departments, or the legislature should be referred to the President.

Questions regarding official communications not covered by these concepts may be referred to the President for final approval.

## STANDARDS OF CONDUCT (PPM 8.1.1)

The general appropriation's bill of the State Legislature provides that "no officer or employee of a state agency, member of the legislature or legislative employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of duties in the public interests."

House Bill No. 1, Chapter 421, Acts 63rd Legislature, Regular Session, 1973, relating to standards of conduct of state officers and state employees states:

> *"Sec. 8. (a) No state officer or state employee should accept or solicit any gift, favor, or service that might reasonably tend to influence him in the discharge of his official duties or that he knows or should know is being offered him with the intent to influence his official conduct.*
>
> *(b) No state officer or state employee should accept employment or engage in any business or professional activity which he might reasonably expect would require or induce him to disclose confidential information acquired by reason of his official position.*
>
> *(c) No state officer or state employee should accept other employment or compensation which could reasonably be expected to impair his independence of judgment in the performance of his official duties.*
>
> *(d) No state officer or state employee should make personal investments which could reasonably be expected to create a substantial conflict between his private interest and the public interest.*
>
> *(e) No state officer or state employee should intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his official powers or performed his official duties in favor of another."*

For further definition of this policy, specific regulations as to standards of conduct, and a statement of penalties under state law for noncompliance with such standards, see Policy and Procedures Manual 8.1.1.

## LEGISLATIVE INFLUENCE, POLITICAL AID AND USE OF STATE-OWNED AUTOMOBILES (PPM 8.1.1)

The general appropriations bill of the State Legislature provides that no employee shall expend or authorize the expenditure of appropriated funds for the purposes of influencing the outcome of any election, or the passage or defeat of any legislative measure.

Further, appropriated funds shall not be expended in payment of the full or partial salary of any employee who is also the paid lobbyist of any individual, firm, association, or corporation. Nor shall any employee use any State-owned automobile except on official business of the State, and such employees are expressly prohibited from using such automobiles in connection with any political campaign or any personal or recreational activity.

A complete statement of the appropriations bill provisions governing legislative influence and political aid is presented in 8.1.1 of the Policy and Procedures Manual.

## USE OF UNIVERSITY-OWNED PROPERTY AND EQUIPMENT (PPM 8.1.1)

University property and equipment for all types, including technical and research facilities of the University, are to be used only for official business. Personal telephone calls may not be charged to official telephones, and the use of University-owned motor vehicles, boats and airplanes for other than official business is strictly prohibited by state law

## TRAVEL (PPM 3.2.6)

Travel expense should only be incurred by a University employee in accordance with the official travel regulations. All travel must be approved in advance by the President of the University or duly authorized representatives.

The laws of the state of Texas allow for the reimbursement of travel expenses of University personnel if the travel has been approved as official business of the University. In general, expenses are approved for actual transportation costs plus a per diem allowance for in-state travel, and a somewhat higher per diem allowance for out-of-state travel.

Travel regulations are subject to revision each biennium by the Texas Legislature. Any member of the faculty or staff who contemplates work-related travel should request the department, or division head to furnish a copy of the current travel regulations for study.

Any request for travel at University expense must be submitted through the head of the department, who will forward the request through channels for final consideration by the President, or duly authorized representative. All such requests should be submitted in ample time to receive final approval prior to the time of the trip. Travel at state expense outside the United States, except U.S. possessions, Mexico and Canada, requires the prior approval of the Governor of

Texas and requests for such travel at University expense should be submitted in time to secure the Governor's advance approval.

Claims for travel expense must be submitted for reimbursement on the standard travel expense voucher forms, state of Texas Form 6-2.01.

Forms for initiating requests for travel at University expense and the standard travel expense voucher forms may be obtained through the head of each department, or are available at Stores Department.

## EXPERT WITNESS (PPM 8.1.10)

An employee of the University who has participated in research through any part of the University or through authorized employment with the Texas A & M Research Foundation is free to appear as an expert witness on matters within his field of knowledge, and to state valid facts and express opinions he has developed as a result of his work.

Any other member of the faculty or staff of the University may be authorized to give expert testimony within his field of knowledge upon advance approval by the President of the University. It must be made clear in all cases, except where specific permission of the President of the University is given, that the statements and opinions of the witness are his own personal statements and opinions, and do not represent an official statement of the University. The witness must testify as a private individual, and not as a member of the faculty or staff of the University.

## JURY SERVICE (PPM 2.4.14)

Under the terms of the current appropriations bill, no deduction may be made from the salary or wages of any member of the faculty or staff of the University who is called for jury service. It is not necessary for a faculty or staff member called to jury service to account to the University for any fee or compensation received. University employees called to jury service should make arrangements through their departmental offices for the continuance of their work during their absence.

# GENERAL RESPONSIBILITIES

The University functions as a community. Faculty and staff are encouraged to take an active role in protecting the health and safety of all members of the University.

## REPORTING OF DISASTERS (PPM 1.2.14)

University administrators should be informed of any disaster or unfortunate event that causes loss of life or serious injury or damage to persons or property. Reports should be made immediately on fire damage, storm damage, or any other misfortune that could be classified as a "disaster." Reports should not be made for minor losses or minor accidents, although all such incidents should be reported to the person immediately in charge.

## SAFETY MEASURES AND SANITARY MEASURES (PPM 8.1.11)

All University employees are asked to cooperate fully with all authorized personnel in charge of safety and sanitation on University-owned property. Each department is responsible for the implementation of its own safety measures.

### Diving Safety

The increasing use of diving for research and instructional programs related to oceanography and marine resources has resulted in the formation of a Diving Safety Board and the appointment of a University Diving Safety Officer. All employees engaged in programs where diving is a part of the activity should familiarize themselves with the procedures established for this purpose.

### Driving Safety

Traffic safety is a function of the University Police. Any University employee aware of a traffic safety problem is urged to report the situation to the University Police Office. All University employees should take extra care while operating a motor vehicle on the campus. Moving and parking violations which endanger the safety of individuals or University property will be dealt with by the University Police.

### Radiological Safety (PPM 8.1.12)

The increasing use of radioactive materials in teaching and research has resulted in the formation of the University Radiological Safety Committee and the Radiological Safety Office. The chief functions of this office are to insure that each department and individual utilizing radioactive materials have current information on safety practices and procedures, and to make regular inspections to insure that such practices and procedures are meticulously followed.

The handling of radioactive materials is a matter of both federal and state law, and all University employees who handle these materials are required to follow exactly the practices and procedures prescribed in manuals furnished them through the Radiological Safety Office.

**Sanitary Conditions (PPM 8.1.11)**

All matters relating to general sanitation come under the supervision of the University Sanitary Board. Any University employee recognizing an existing condition which he considers a violation of the sanitary code or a threat to the health of students, staff, or visitors is urged to report these conditions to the University Sanitary Board.

## SAFEGUARDING CLASSIFIED INFORMATION (PPM 1.2.10)

Some research and other activities carried on by Texas A&M University involve security procedures, clearances for personnel involved, etc. Such matters are carried out in accordance with established governmental procedures. Agency manuals, forms, and other instructional materials are furnished all personnel involved.

Questions related to the safeguarding of classified information may be referred to the Executive Vice President for Administration.

**A. P. Beutel Health Center**, 11, 70

**Absences from Work** (see Leave of Absence)

**Academic Affairs** (Vice President for), 7-10

**Academic Colleges** (deans of), 14

**Academic Council**
bylaws, 21
amending of, 27
committee chairmen, 27
committees
administrative committees and councils, 26
Council on Teacher Education, 25
Curriculum Committee, 25
Graduate Council, 24
International Student Advisory Committee, 26
Library Council, 25
membership and procedures, 24
Nominating, 24
other committees, 26
Rules and Regulations Committee, 26
Scholarship Committee, 25
Special Committees, 26
committees membership, 27
committees procedure, 26
list of committees, 19

**Academic Counseling**
director of, 9
services, 62

**Academic Freedom**, 34

**Academic Planning and Services** (director of), 10

**Academic Regulations** (see University Regulations and General Regulations)

**Academic Responsibility**, 34

**Academic Staff**, 29

**Accreditation**, 3

**Active Military Service Leave**, 53-54

**Administrative Councils**, 18
other advisory councils, 19
President's Administrative Council, 18
Vice Presidents' Councils, 19

**Administrative Officials of Texas A&M University**
Chief of University Police, 12
Commandant of the Corps of Cadets, 12
Controller, 13
Deans
Academic Colleges, 14
associate deans, 15
assistant deans, 15
Admissions and Records, 9
Faculties, 9
Graduate College, 9
Department Heads, 15
Directors
Academic Counseling, 9
Academic Planning and Services, 10
Athletics, 16
Center for Marine Resources, 10
Continuing Education, 10
Development, 15
Educational Information Services, 10, 16
Grounds Maintenance, 14
Health Services and A. P. Beutel Health Center, 11
Institutes and Centers, 15
International Programs, 10
Libraries, 10
Management Services, 14
Memorial Student Center, 12
Personal Counseling, 12
Personnel, 13
Physical Plant, 13
Placement Office, 15
Purchasing, 13
Student Activities, 11
Student Affairs, 11
Student Financial Aid, 9

University News Service, 16
University Press, 16
University Research, 10
President, 7
Students' Legal Adviser, 12
Vice Presidents
Academic Affairs, 7
associate vice president, 9
Business Affairs, 12
assistant vice president, 13
Student Services, 11
assistant vice president, 11
associate vice president, 11

**Administrative Officials of The Texas A&M University System**
Board of Regents, 6
Executive Vice President for Administration, 6
Executive Vice President for Buildings and Grounds, 7
President, 6

**Administrative Staff**, 29

**Admissions**
dean of, 9
director of, 9

**Advanced Study** (by faculty and staff members), 59

**Advisory Committees**, 18

**Affirmative Action Officer**, 15

**Aggie Club**, 5

**Annual Leave**, 52

**Annuity Program**, 58

**Appeal Procedure**, 60

**Appointments** (Initial), 48

**Approval of Publications** (see Educational Information Services

**Assistant Vice President**
Business Affairs, 13
Student Services, 11

**Associate Vice President**
Academic Affairs, 9
Student Services, 11

**Association of Former Sudents**, 4

**Athletics** (director of), 16

**Auditing Courses**, 59

**Automobiles** (State-owned), 77

**Basic Policy**, 61

**Beutel Health Center**, 11, 70

**Board of Regents**, 6

**Bookstore**, 73

**Bus Service**, 74

**Business Affairs** (Vice President for), 12-14

**Bylaws** (see Academic Council Bylaws)

**Campus Mail Facilities**, 70

**Campus Parking** (see University Police)

**Catalog**
Graduate College, 1
Texas A&M University, 1

**Center for Marine Resources** (director of), 10

**Centers**, (directors of), 15

**Classes** (taken by faculty and staff), 59

**Classification and Pay Plan**, 47

**Classified Information**, 80

**Classified Staff**, 29

**Colleges** (see Academic Deans)

**Commandant** (of Corps of Cadets), 12

**Committees and Councils** (of Texas A&M University), 18-19

**Communications** (Official), 68, 76

**Complaint and Grievance Procedure**, 60

**Conduct of State Officers and Employees** (Standards of), 76

**Conferences**
held on the campus, 46
to attend, 54

**Continuing Education**
director of, 10
office of, 46

**Controller**, 13

**Cooperative Programs**, 4

**Copy Center**, 69

**Corps of Cadets** (Commandant of), 12

**Councils and Committees** (of Texas A&M University), 18-19

**Counseling**
Academic Counseling Center, 62
general, 63
Personal Counseling, 63

**Data Processing Center**, 69

**Deans**
Academic Colleges, 14
Admissions and Records, 9
Assistant and Associate, 15
Faculties, 9
Graduate College, 9

**Deduction from Salaries**, 55-59

**Deferred Compensation Program**, 58

**Department Heads**, 15

**Development** (director of), 15

**Development Foundation**, 5

**Dining** (on-campus), 71-72

**Directors, Board of** (see Board of Regents)

*Directory (University)*, 1, 64

**Disasters** (Reporting of), 79

**Dismissal** (Procedure for), 38

**Diving Safety**, 79

**Driving Safety**, 79

**Educational Information Services**
director of, 10, 16
office of, 1, 68

**Educational Television**, 68

**Emergency Leave**, 53

**Employee Benefits**, 51-60

**Employee Classification and Pay Plan**, 47

**Employee-Student Relations**, 61

**Employment**
appointments of, 48
benefits of, 51
complaints and grievance procedure, 60
employee classification and pay plan, 47
equal employment opportunity, 47
holding more than one state office, 47
holidays, 51
initial appointments, 48
insurance, 55-56
leave of absence, 53-55
notification of non-reappointment, 32
notification of status, 31
outside the University, 47, 50
part-time, 49
period of employment, 49
physical examination, 48
probationary period, 49
requirements of, 48
retirement programs, 57
salaries and wages, 51
study opportunities, 59
termination of, 60
vacations, 52
working hours, 50

**Equal Employment Opportunities**, 47

**Evans Library** (Sterling C.), 65

**Executive Vice Presidents**
Administration, 6
Buildings and Grounds, 7

**Expert Witness**, 78

**Facilities** (on-campus), 68-74

**Faculties**
dean of, 9
definition of, 22, 38
general, 29
graduate, 30
general, 31
member, 31
temporary member, 30
visiting member, 30

**Financial Aid**, 63

**Financial Policies of Texas A&M University**, 75

**Food Facilities**, 71-72

**Foreign Service Leave**, 54

**General Regulations** (see regulations)

**Governance of Texas A&M University**, 17

**Graduate College**
dean of, 9
faculty of, 30-31

**Grievance Procedure**, 60

**Grounds Maintenance** (director of), 14

**Health Services**
director of, 11
facilities, 70

**History of Texas A&M University**, 2

**Holding More Than One Office**, 47

**Holidays**, 51

**Hospital**, 11, 70

**Housing**, 71

**Information and Publications**, 1, 68

**Initial Appointment**, 48

**Institutes** (directors of), 15

**Insurance Programs**
optional group insurance programs, 55
required group life, 55
unemployment compensation, 56
workmen's compensation insurance, 55

**International Programs** (director of), 10

**J. Earl Rudder Center**, 72-73

**Jury Service**, 78

**Laundry Service**, 74

**Leaves of Absence**, 53-55

**Legislative Influence**, 77

**Libraries**
director of, 10
general, 65-67
Moody College, 67
Sterling C. Evans, 65
Veterinary Library, 67

**Locating Students**, 64

**Lost and Found** (see University Police)

**Mail Facilities**, 70

**Management Services** (director of), 14

**Maternity Leave**, 54

**Media Production Center**, 68

**Memorial Student Center**
director of, 12
facilities, 72

**Military Leave**, 53-54

**Moody College Library**, 67

**News Releases**, 68

**Notification of Employment Status**, 31

**Notification of Non-reappointment**, 32, 36

**O.A.S.I.**, 55

**Official Communications**, 68, 76

**Optional Group Insurance Programs**, 55

**Optional Retirement Program**, 57

**Organization of Texas A&M University**, 6, 8

**Organizational Chart**, 8

**Organized Research Funds**, 44

**Outside Employment**, 47, 50

**PPM** (see *Policies and Procedures Manual*)

**Part-time Employment**, 49

**Period of Employment**, 49

**Personal Counseling Service**
director of, 12
services, 63

**Personnel** (also see employment)
director of, 13
services, 71

**Photographic and Visual Aids**, 68

**Physical Examination**, 48

**Physical Plant**
director of, 13
services, 71

**Police** (University), 1, 70

*Policies and Procedures Manual* (PPM), 1

**Policies for Academic Freedom, Responsibility and Tenure**, 34

**Policy** (Basic), 61

**Political Aid**, 77

**Postal Facilities**, 70

**Pre-employment Physical Examination**, 48

**President**
Texas A&M University, 7
The Texas A&M University System, 6

**Printed Materials**, 1, 68, 69

**Printing Center**, 69

**Probationary Period**, 49

**Promotions** (faculty and staff), 32

**Property and Equipment** (use of), 77

**Proposals** (see research)

**Publications Approval** (see Educational Information Services)

**Purchasing**
director of, 13
services, 69

**Radiological Safety**, 79

**Recreational Facilities**, 73-74

**Registrar**, 9

**Registration of Automobiles** (see University Police)

**Regulations**, 75-78

**Releases** (news), 68

**Required Group Life Insurance**, 55

**Research**
general, 42
Office of University Research, 43
organized research funds, 44
special facilities, 45
Texas A & M Research Foundation, 43
Texas Agricultural Experiment Station, 44
Texas Engineering Experiment Station, 44

**Retirement**
deposits (refund of), 58
optional retirement program, 57
planning, 58
policies, 56
Teacher Retirement System of Texas, 57

**Rudder Center**, 72-73

*Rules and Regulations*, 75-78

**Safety Measures**, 79

**Salaries and Wages**, 51

**Salary Recommendations** (faculty and staff), 32

**Sanitary Measures**, 80

**Services and Facilities** (on-campus), 68-74

**Shuttle Bus**, 74

**Sick Leave**, 53

**Social Security**, 55

**Sports**, 73

**Staff**
- academic, 29
- administrative, 29
- classified, 29

**Standards of Conduct** (State officers and employees), 76

**State Office** (holding of), 47

**State-owned Automobiles**, 77

**Sterling C. Evans Library**, 65

**Stores**, 69

**Student Activities** (director of), 11

**Student Affairs**, (director of), 11

**Student Counseling Services**, 62-64

**Student-Employee Relations**, 61

**Student Financial Aid**
- director of, 9
- services, 63

**Student Life** (see *University Regulations*)

**Student Services** (Vice President for), 11-12

**Student Y**, 58

**Students' Legal Adviser**, 12

**Study Opportunities**, 59

**Supplies**, 69

**Supporting Organizations**, 4, 5

**System** (The Texas A&M University), 6, 8

**Tax Deferred Annuity Program**, 58

**Teacher Retirement System of Texas**, 57

**Temporary Member** (graduate faculty), 30

**Tenure**, 35-38

**Termination of Employment**, 60

**Texas A & M Research Foundation**, 5, 42, 43

**Texas A&M University**
- accreditation, 3
- catalogs of, 1
- cooperative programs, 4
- governance of, 17
- history of, 2
- organization of, 6
- supporting organizations
  - Aggie Club, 5
  - Association of Former Students, 4
  - Development Foundation, 5
  - Texas A & M Research Foundation, 5, 42, 43

**Texas Agricultural Experiment Station**, 44

**Texas Engineering Experiment Station**, 44

**Textbooks** (purchasing), 73

**The Texas A&M University System**
- officers of, 6
- organization of, 6

**Theater Complex**, 73

**Travel**, 77

**Tutoring**, 62

**U.S. Post Office**, 70

**Unemployment Compensation**, 56

**University Bookstore**, 73

**University Catalogs**, 1

**University Center**, 72-73

**University Committees**, 19

**University Councils**, 18-19

*University Directory*, 1, 64

**University Housing**, 71

**University News Service**
director of, 16
services, 68

**University Organization**, 8

**University-owned Property and Equipment** (use of), 77

**University Police**
chief of, 12
services, 70

**University Press** (director of), 16

*University Regulations*, 1, 26, 62

**University Regulations**, 75-78

**University Research**
director of, 10
general, 42-45
office, 43

**University Services**, 68-74

**Vacations**, 52

**Veterinary Library**, 67

**Vice Presidents**
Academic Affairs, 7
Business Affairs, 12
Student Services, 11

**Visiting and Adjunct Appointments**, 29

**Wages**, 51

**Witness** (Expert), 78

**Working Hours**, 50

**Workmen's Compensation Insurance Program**, 55

END

ERIC